



Accident and Illness procedure policy

A First Aid kit will be available at all times. This is the responsibility of the first aider (lead coach) in the group.

Minor accidents or injuries to a child, young person, staff member or volunteer attending the Playscheme

- If an accident or injury occurs to a play scheme attendee, a staff member must stay with the injured person and escort them to the qualified first aiders.
- The First-Aider in the group, will decide on action.
- If one of the First-Aiders is involved in the accident or is injured, then the next First Aider will take their place and follow the procedure.
- An accident form must be completed and either given to a child to put into their bag or preferably left on the table ready to communicate at the end of the day.
- The accident must be communicated to parents at the end of the day by the personal on the desk.
- The accident then should be recorded into a first aid log.
- If the accident is a serious nature or a mark/ bump to the head is visible, then parents and carers should be contacted.

The Manager has the responsibility of checking these procedures are followed.

Major accidents or injuries to a child, young person, staff member or volunteer attending the play scheme

- The staff member or volunteer with the injured person must stay with them and send a message to the manager for additional help.
- The manager must ensure that a staff member is responsible for the remaining children before going to the injured child.
- If any injury occurs within a group of children, the manager should ensure that other children and volunteers are moved away from the accident and are in the care of another staff member.
- The manager should assess the injury, with the help of any First-Aider present and get a message to the Managers immediately.
- The injured person should not be moved without the consent of the first aider's advice.



- The 1st aider will decide on the action, which could include taking the child to a hospital or calling an ambulance.
- The Managers will make contact with the parents and arrange for them to come and collect or to meet the child at the hospital.
- The Managers must ensure if the child needs to go to a hospital that sufficient responsible staffs are left with the group and a responsible staff member travels with the injured party.
- It is the responsibility of the Managers to communicate to the parents, when contacted, the nature and extent of the injury, even if this means a home visit
- An accident should be logged as soon as possible but at the latest by the end of the day in which the accident occurs.
- The Manager should prepare a written account of the accident and action taken for the parents. This should be completed on the day in which the accident occurs.

Illnesses

There may be occasions when a child is not so ill as to require medical care but nevertheless attending The Playscheme would be unsuitable. If a child arrives at the setting and the Manager does not consider him/her well enough to attend, the parent/carers will be advised accordingly. We will make every effort to stop the spread of infection within the setting but can only do this with the co-operation of parent/carers. Here is a list of the most common childhood ailments that are infectious and we have included the recommended exclusion period.

- Coughs, colds and sore throats – we appreciate that children often pick up cold viruses without being ill and accept they do not need to stay away from the setting, however, if they have a raised temperature, continued cough, or are unable to eat, then exclusion will be necessary.
- Any child with sickness or diarrhoea must be kept away from the setting for at least 48 hours after the last episode of sickness and/or diarrhoea
- Conjunctivitis – any child with symptoms of conjunctivitis must be kept away until eyes have stopped discharging. Medication is usually necessary.
- Temperatures – any child with a raised temperature, even if not accompanied by any other symptoms, should be kept away.

Illness

Action for staff If a child becomes unwell during a session, make them comfortable in a quiet place and keep under observation, noting any changes in condition. Very sick children will not be left unattended. If there is a danger of vomiting, give a bowl or bucket. Contact the child's parent/carer and give them



precise details of the child's condition. Discuss with them the best course of action, e.g. to collect the child. Ask the parent/carer to keep them at home until s/he has recovered. If a parent/carer says that their child has been unwell but now seems to have recovered, ask for exact details, remind them that our policy is to ask them not to send a child to the setting for 48 hours after the final episode.

Serious illness

If a child should suddenly become seriously ill during the duration of the group, we will immediately seek medical attention. Riddor means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Diseases include certain poisonings, some skin diseases, lung diseases, and infections such as hepatitis, tuberculosis, anthrax, legionellosis and tetanus.

The following incidents will be reported to Riddor:

- Accidents resulting in the death of any person
- Accidents resulting in serious specified injuries to any person Non-fatal accidents requiring hospital treatment to any person. A record will be kept, which will include the date and method of reporting, the date, time and place of the event, the personal details of those involved and a brief description of the nature of the event or disease.

This will be reported in the incident book. As well as reporting the outbreak to Riddor.

4. Medication Policy

- Any medication to be administered during the Play scheme requires a note written by parents and the reason for it.
- The medicine should be brought in to the scheme in the original prescribed bottle or box with a named prescription label attached to it.
- The Manager is responsible for keeping the medication safe and secure.
- The Group Leader must keep signed records of the administration of any medicine, including a witness.