

Eaton Vale Scout and Guide Activity Centre First aid including accidents, illness and medication

Holiday Club specific



Accidents, Incidents and First Aid

At Eaton Vale Scout and Guide Activity Centre we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form. Other staff who have witnessed the accident may if necessary countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.

Where first aid is administered this will be recorded in the First Aid book and a copy handed over to the family upon collection

The manager reviews the accident forms and First Aid log quarterly for patterns, e.g. one child having a repeated number of accidents, a particular area in the centre or a particular time of the day when most accidents happen. Any patterns will be investigated by the manager and all necessary steps to reduce risks are put in place.

The manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))

Where external medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately. Where medical treatment is required the senior member of staff on duty that day will follow the insurance company procedures, which may involve informing them in writing of the accident

Illness

At Eaton Vale Scout and Guide Activity Centre we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend Eaton Vale Scout and Guide Activity Centre if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults, they know well rather than at club with their peers.

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area, wherever possible.
- We follow the guidance given to us by Public Health England in Guidance on Infection Control on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the centre.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to centre until they have been clear for at least 48 hours. We inform all parents if there is a contagious infection identified in the centre, to enable them to spot the early signs of this illness.

We understand the needs of working parents and will not exclude children from the setting unnecessarily. It is however at the discretion of the manager when requesting the exclusion of a child for illness or infection and that decision is final. Decisions will be made and take into account the needs of the child and those within the group.

Medicines

We will administer medication to a child **only** if it has been prescribed by a doctor for that child. It will need to come into the centre with the full label on which includes the child's name, the name of the medicine, doctor's name and the expiry date of the medicine. All medicine will be inaccessible to children and stored correctly. Medication will be given out by a member of staff who holds a First Aid qualification. The parent will need to give written permission prior to administration of any medicine. The parent will need to fill out a form with a member of staff regarding the times and dosage of the medicine.

Policy Approved: February 2021

Policy Approved by: Health and Safety Representative

Policy Review: February 2022 (1 year)