

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 young people 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 young person 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 centre manager reviews the accident forms and First Aid log quarterly for patterns, e.g. one young person 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 centre manager and all necessary steps to reduce risks are put in place.

The centre 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, the duty manager will notify the family as soon as possible whilst caring for the young person appropriately. Where medical treatment is required the duty manager 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 young people attending. To help minimise infection, we do not expect young people to attend Eaton Vale Scout and Guide Activity Centre if they are unwell. If a young person 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 young people 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 family and ask them to pick up their young person as soon as possible. During this time we will care for the young person 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, COVID to protect other young people in the centre.
- Should a young person 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 families 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 young people from the centre unnecessarily. It is however at the discretion of the duty manager when requesting the exclusion of a child for illness or infection.

Medicines

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