

Accidents – Preventing, Reporting, Recording and Notification

In Holy Trinity After School Club we are committed to encouraging and promoting good health and to dealing efficiently and effectively with accidents, incidents, illnesses and emergencies that may arise while children are in our care. We continuously assess and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Prevention

We understand the benefits of undertaking suitable and sufficient risk assessments. Risk assessments for the areas we use are revised and updated annually or sooner if required. Staff also complete daily checklists to ensure each area and activity is safe before use. All employees will comply with preventative measures identified by risk assessments.

- At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. This also applies on outings.
- A fully equipped first aid box with appropriate content to meet the needs of the children will be on the premises and accompany any trips or outings.
- Staff will review the playrooms and the outdoor play areas each day to ensure that all equipment is in good working order. Any damage found should be reported immediately to the room leader or manager and the equipment taken out of use until repaired or replaced.
- Care will be taken to ensure the cleaning of rooms is done when the children are not present and where appropriate, warning signs are used to indicate floor cleaning / drying.
- All spills should be cleaned as soon as possible and a wet floor sign placed to warn others of the spillage.
- Staff will use all environmental health visits and reports to review all relevant procedures and all recommendations will be implemented as soon as possible.
- Staff will be aware of the specific additional needs of children and will ensure that these are considered in the planning and delivery of activities.
- Staff are all made aware of the fire safety arrangements and are provided with the appropriate training. Staff will ensure that all off site activities are risk assessed and that appropriate staffing levels are in place for the activities.
- In the event of a child becoming unwell while attending the After School Club the parent/carer will be contacted as soon as possible. It will be our policy to provide a quiet place for the child to lie down or rest until the parent/carer arrives. The child will be continuously observed for any worsening symptoms.
- When completing enrolment paperwork parents and carers are asked to share relevant information on the child including his/her medical background such as allergies etc.
- Parents/carers are also made aware of child protection procedures and good practices used within the After School setting such as drop off and collection of children from the After School.

Reporting and Recording Accidents

All accidents involving the children in our care are recorded and filed into the Accidents Report File. All accidents are recorded on the same day as the event takes place and is signed by any witnessing staff and also the child's parent/carer. A copy will be given to the parent/carer and a copy will be kept on the Accident Report File. Subsequent action will also be noted where necessary. All accidents will also be reported to the manager.

In the event that a member of staff, visitor or other user has an accident resulting in an injury, however minor, this must also be recorded and should be reported to the person in charge of first aid. These records must also be kept on the Accident Report File.

Notification

In Holy Trinity After School we understand we have a legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. These measures will include:

- Identifying those accidents, diseases and incidents that should be reported to the Enforcing Authority.
- Ensuring that all relevant accidents and incidents are reported and investigated as required.

Please see attached an example copy of the information collected and recorded on our accident and incident reports.

Accident/Incident Form

Accident/Incident

Name of Child

Address

Date of accident/incident

Time of accident/incident

Place of accident/incident

Cause of accident/incident (give full details)

Nature of injury (state position of injury)

Action/treatment given (give full details)

Was the child referred for medical attention? (If yes, give full details)

Name of witnesses (if any)

Staff signature

Date

Parent/Carer signature

Date