

Management of Risks Associated with the Care of Individual Service Users

A risk assessment is carried out for each child with long term medical conditions that require on-going medication. This is the responsibility of the manager and the room leader. Other medical or social care personnel may need to be involved in the risk assessment.

Parents/carers will also contribute to the risk assessment. Before enrolment parents/carers will be shown around the setting to help them to understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions a key member of staff will be allocated to the child and this staff member will need to have training in a basic understanding of the condition as well as how any medication is to be administered correctly. The training needs of staff will be part of the risk assessment. A health care plan for the child is usually drawn up with the parent/carer by the GP/Medical practice, outlining the staff member's role and what information must be shared with other staff who care for the child. The health care plan should include measures to be taken in an emergency and reviewed every six months or earlier if there has been a change in condition or medication.

Holy Trinity After School will ensure that appropriate procedures are in place to reduce any incidents of infection arising or spreading through the Centre. We also ensure procedures are in place to ensure safety and reduce the risk of injury to children and staff.

We work closely with parents to ensure that the children can attend the setting each day and actively encourage parents to have their child attend every day. However, we are also aware of the need to consider the child's wellbeing and that of other children and have made clear to parents that their children should not attend the setting while ill or suffering from an injury which may put the child at risk of further injury. In the case of a child becoming ill or injured in the setting the parents will be informed and may be asked to take the child home as soon as possible. If a child sustains an injury at the After School Club a written report will be recorded.

Where infectious conditions are identified we seek advice from the medical professional and implement the recommended exclusion periods.

When a child has been injured such as a broken bone etc. the After School must assess the risk for that child and determine if they will be able to attend the setting and if attending the setting what activities could be of high risk and therefore should be avoided. We may need to seek written correspondence from parents or any professionals involved to advise us of how to best provide care for the child in this situation and to also inform us of when the child is able to resume with normal activity.