

ACCIDENT POLICY

'Accidents – Prevention, Reporting, Recording, and Notification and First Aid'

Principle

We aim to provide a safe environment for children to play. Accidents can be very distressing so we aim to have a contingency plan in place should a child or staff member have an accident whilst at St. Colmcille's After School Club.

Statement of intent

A plan of action is essential for the care of all children and staff in the event of somebody having an accident.

Procedures

Accident Prevention

- As stated in Health and Safety Policy, Staff have a duty of care to ensure the workplace is kept clean and free of any hazards in accordance with the COSHH Policy.
- Staff also have a duty of care to report any accidents and to report any items of risk which may cause injury to children or staff to the Chairperson of the Unit and/or school principal, as stated in the staff handbook.
- As stated in the Health and Safety Policy all outside areas should be checked before children go outside to minimise any accidents occurring.
- All staff should follow all the relevant safety advice given, to minimise risk and accidents.
- Risk assessments should be completed of any medium or high risk areas or prior to going on trips.

Should an accident happen in St. Colmcille's After School Club

Major Accident -

- The first aider and the Manager in the group should assess the child and decide whether the child needs to go immediately to the hospital or whether they can wait for their parents/guardians to come. See emergency policy as well.
- If the child needs to go to straight to hospital, we will do this by ambulance. The first aider will accompany the child. We will arrange to meet the child's parents/guardians there.
- The child's records will be taken with us.
- The first aider will stay with the child until the parent/guardian arrives, but at no time sign for any treatment to be carried out.
- The co-ordinator must report serious accident to the principal of the school, for further action to be taken e.g. new risk assessment, contact social services, and contact HSCNI if required under Health and Safety or RIDDOR legislation.

Minor accident

- If a child has a minor accident, the first aider should assess the child.
- Gloves should be worn at all times.
- If the child is bleeding, please ensure the allergy list is checked to ensure the child has no allergies against any of the materials that need to be used from the first aid box.
- In the event of any spillage we would ensure that this cleaned using disposable cloths and Milton/ bleach. These should be disposed of straight away using double bags.
- The cold pack is kept within the unit's fridge, and should be used if necessary.
- In the case of a head injury, please contact parents and make them aware that this has happened and how the child is, the child should be observed until collected.

Completing the accident book

- The location of the accident and incident book is kept within the locked cabinet in the office.
- The person responsible for completing the accident book is the member of staff who witnessed the accident. They must record all of the form and giving full details of exactly how the accident happened and what happened after. Any staff member who witnessed the accident should also sign this form detailing any further information they deem necessary.
- This should be completed as soon as the accident has been dealt with whilst the details are still clear.
- When completed the form must be shown to the co-ordinator who will also sign the form.
- The parents must be informed immediately when they arrive, and asked to sign the accident book and should be given a copy.
- The copy of the form will then be removed from the book and filed in the group's monthly folder.
- The accident forms are checked monthly by the chairperson of the management committee at the end of the month to check for any patterns.

On a outing

- When on an outing we always ensure that the group are accompanied by at least one member of staff who has first aid and we always carry a full first aid box in accordance with our Outings Policy and Procedures.
- In the event of accident happening, we would follow the procedure as above.

Accident involving a member of staff

- If a member of staff has accident whilst in work, the first aider in the group would access the staff member, and carry out any first aid as necessary.
- As per guidelines of when an accident happens to a child, if the member of staff requires hospital treatment we will take them either by ambulance or company car.
- Contact their next of kin and advise them to meet us there.
- We ask staff to ensure they report all accidents to their manager no matter how minor. This also follows procedures in the health and safety policy and manual handling policy.
- Staff should fill in the accident book, if they have an accident, this should be signed by the play co-ordinator.
- The co-ordinator should inform the chairperson of the management committee of any accidents involving a staff member
- Any accidents involving hospital treatment must be reported to HSCNI in accordance with RIDDOR Legislation and also to our registering social worker.

*This policy was adopted at a meeting of St Colmcille's After School Club Management Committee held on **18th May 2016**.*

Signed: _____ (chairperson)

*Review date: **May 2017***