

CLUBLAND PLAYScheme LIMITED

Accident and Incident Record

At least one member of staff on duty must have a current Paediatric 12 hour First Aid certificate and they administer the First Aid. This qualification is renewed every 3 years and monitored by Karen Fitzwater DSL.

The main First Aid box is always kept accessible. Asthma inhalers and Epipens are stored out of reach from children but are easily accessible to staff. If the child goes onto the field, so does their Epipen and asthma inhaler with the portable First Aid kit (bum bag) and is kept on the First Aider.

All staff's personal belongings are stored in a locked cupboard away from children to ensure that if they have any medication it is out of reach of the children.

Procedure for if a child hurts him/herself or has symptoms of illness

- Protective gloves are worn to protect both the casualty and first aider.
- Access casualty, keeping calm and ensure the safety of other children.
- Check their registration form to ascertain any specific medical needs, parent's wishes such as cultural and religious beliefs. (Registration forms are kept secure but easily accessible).
- A list of children where permission to give emergency treatment is denied is kept with the first aid and accident forms for staff to refer to.
- Administer the appropriate First Aid. Remember cold compress for head injuries not ice packs.
- The details of accident and treatment are recorded on our accident form.
- The Supervisor, parents or guardian must be informed of the accident/incident. The severity of the accident/incident will allow the Supervisor to assess whether the parent/guardian should be informed immediately or when they collect their child. If the

parent/carer is not collecting the child, then the Supervisor will contact the parent by telephone and record this on the accident form.

- The child's name must be 'highlighted' in the register and the word '1st Aid' written in the comment section. When the parent/guardian arrives, they are given the accident/incident form to read, clarify any questions and sign and return it for our records. This information is kept for 22 years. If it involves a head injury, then a 'guide for concussion/ head compression' will be handed to the parent/carer.
- A monthly review of all accidents is conducted by the manager to identify a possible pattern and review our practice. The findings are recorded and only then is the accident form placed with the child's registration documents and logged on their front sheet. This process enables us to identify any individual patterns as a result of accidents which may contribute towards their development or safeguarding children issues.

Epipen Procedure

- **Ask a colleague to Dial 999 informing the operator that a child is having an anaphylactic reaction.**
- **Colleague to contact parents/guardians and Karen Fitzwater.**
- If possible, sit child on your knee.
- If they are unconscious place them in the recovery position.
- Epipen **must** be injected through clothing into leg, (if they are wearing jeans then pull down) this is **on the outside of leg approx halfway between hip and knee** where the seam of trousers would be.
- Remove protective cap from Epipen.
- Place Epipen next to child's leg and **push the Epipen down hard** into child's leg.
- The needle will be released on impact.
- **COUNT TO TEN very SLOWLY.** When you have reached 10, remove Epipen from the leg.
- Keep the child calm.
- Check child to see if there is any improvement. If condition does **not** start to improve within 10 minutes inject a further Epipen.

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- Replace all used Epipens into box and give this to Paramedics together with the child's registration/ medical details.

A child must always go to hospital if they have suffered an anaphylactic shock

The supervisor will check the First Aid kit on a half termly basis as a matter of procedure and restock. The contents must comply with the Health & Safety (First Aid) Regulations 1981.

In the event of a more serious accident/injury the following procedures must be adhered to:

- Basic First Aid applied to ensure safety and comfort of the patient and others on site.
- An Ambulance will be called via 999
- Legal Guardian contacted
- Company Director: Karen Fitzwater 07500 956001 / 0208 979 3100 advised of situation or in her absence Emily McCartney 07554444864 or Wendy Tyler 07940-732202.
- Other children continue to be supervised away from the scene, leaving someone with the patient at all times.
- Registration form and Medical Consent form to accompany casualty to hospital together with a member of staff.
- Ofsted are to be notified in accordance with guidance 110009, also Surrey County Council (LADO) 0300 123 1610 and other agencies which fall under our legal duties.

UNDER NO CIRCUMSTANCE SHOULD THE PATIENT BE TAKEN TO HOSPITAL IN A PRIVATE VEHICLE.

Parents/carers are able to view our emergency arrangements in our policies and procedures kept by the register in the setting.

Previous accidents

If a child has sustained an injury prior to attending Club, then details of the injury will be recorded including a body map and the adult in charge of the child at the time of the incident/accident will be asked to sign the form. This information will then be shared with the parents when they collect the child and asked to sign the form as evidence that they have been informed. If the child informs us that the injury was sustained at home, then the supervisor will ask the parents how the injury happened and refer their findings their DSL in accordance with their safeguarding policy.

Incidents

Incidents include bullying, fighting and any behaviour where intervention is required. All incidents are recorded on a form detailing the date, time, event, how situation was dealt with and by whom, if others were involved and if any restraint was needed. This is then signed by parent/career, referred to the DSL and filed in locked cupboard to be reviewed every half term.

Reporting Accidents & Incidents

We must notify Ofsted as soon as possible but within 14 days if any of the following events occur and our Child protection designated officer (LADO)

North East- Elmbridge- 0300 123 1610

South West- Mole Valley- 0300 123 1620

- A child dies on our premises, or as a result of something that has happened while the child was in our care regardless of where they are when they die.
- An adult dies or has a serious accident or injury whilst on our premises
- A child in our care is taken to hospital (to an A & E) either directly for our premises, or later, as the result of something that happened while the child was in our care.
- There is any significant event which is likely to affect our suitability to care for children.

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Our responsibility as an employer

Clubland has a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the Health & Safety Executive (HSE) 0845 300 9923 or completing an online form at: <http://www.hse.gov.uk/riddor> within 10 days of the accident happening for any injuries which last more than 3 days.

- Deaths
- Major injuries that happen to anyone on our premises or whilst we are caring for the children off-site
- Injuries that last more than 3 days- where an employee or self-employed person is away from work or unable to perform their normal duties for more than 3 consecutive days
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work-related diseases listed on <https://www.gov.uk/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>.
- A dangerous occurrence - where something happens that does not result in an injury but could have done.

Monthly Accident Assessment

Week Commencing	How Many Accidents?	Equipment Involved & Location	Staff in Location
Months Evaluation			