

Accident, Illness and Emergency Policy

Policy Written by – Mrs Leah Cardey

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**Accident, illness and emergency policy**

As a registered after school club the safety of your child is paramount and we will do all we can in order to protect your child from hurting themselves and to keep them safe whilst in our care.

**Accidents**

I have completed a paediatric first aid course in August 2014 and I will renew this training in August 2017. This training will be renewed every 3 years in order to keep my first aid training as up to date as possible. All staff that will be on site will also have completed a first aid course. We are happy to undertake any special specific training for any children who requires any special medical procedures.

We have a well-equipped first aid box which will be kept on the premises at all times. This box will be kept out of the children’s reach, but easily accessible to staff should we need to access this. We also have a Dream Catchers mobile phone which will be fully charged at all times in order to always be contactable to parents or carers.

The welfare of your child is paramount to us here at Dream Catchers, therefore if we are in any doubt regarding the physical condition of your child then we will contact either you the parents/carers, member of their nursing team (if relevant), or the emergency services depending on the severity of the situation.

Procedure:

**If an accident does occur we will:**

* Comfort your child and reassure them
* Assess the extent of their injuries and if necessary call for medical assistance
* Carry out any first aid procedures that are necessary and that we have been trained to do
* As soon as your child’s initial medical needs have been met, we will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child.

**After every accident, however minor we will;**

* Complete a report in my accident book, documenting all procedures that have been carried out.
* Ask you to read and sign the report, and provide you with a copy.

We would ask that you keep us informed as to the Health and safety of your child and if there are any changes to their condition, treatment or medication and if you have sought medical advice/assistance.

If the incident is significant we will inform Ofsted and our insurance company within 14 days.

**Illness**

We fully appreciate that as working parents you need to be able to go to work where possible, however if your child is unwell then they will be better cared for in their own homes with a parent. We are happy to care for children who have minor illnesses such as coughs and colds which are not impacting the children’s ability to play and join in with the group.

It is our policy that we will not care for children who are very unwell, infectious, running a high temperature or with sickness/diarrhoea. This is to safeguard us the staff, the other children in our care and believing that a child with any of these symptoms should be under the close care and supervision of a parent/carer.

It is our policy to keep the children safe when they are in our care, promote good health and take necessary steps to prevent the spread of infection within our setting.

We will promote hand washing with warm soapy water before eating or handling food, as well as after using the toilet.

We will promote the use of tissues with children that have cough and colds to try and reduce any illnesses spreading.

All spillages of bodily fluids will be cleaned up immediately.

All children who are excluded due to having an illness or infectious disease such as a severe cold or stomach upset will not be allowed to return until they have been free from illness for 48hours. This is in order to minimise the risk of the transmission of an infection to the other children, myself or members of staff.

In accordance with the contract agreed and signed with parents/carers we will expect to be paid for the child’s place, even if not used due to illness.

In extreme circumstances where the after school club cannot run due to high staff illness then all parents will be informed at the earliest opportunity and parents will not be charged for this period.

**Procedure:**

If there is a child in our care who becomes ill, or we believe to have an infectious illness or disease, then we would carry out the following;

* We will make them as comfortable as possible, isolate them from the other children if necessary, but never leave them alone.
* We will contact you immediately and we will continue to comfort and care for your child until you arrive.
* We will be happy to administer medication if permission forms have been signed prior.
* Ensure that the child is excluded from the setting until they have been illness free for 48hours or in accordance with the Health Authorities Guidelines.
* If we believe a child in our care is suffering from a notifiable disease, identified as such in the Public Health (infectious Diseases) Regulations 1988, we will act on advice by the Health Protection Agency and inform Ofsted of any action taken.

**Medicines**

We are happy to give your child a non-prescribed medication such as cough mixture, Calpol or Nurofen etc, but only if you have signed parental permission for us to do so.

This permission form will be regularly reviewed to ensure that there are no changes or the medication can no longer be given.

Even though you may have signed a permission form, we will still always contact you by telephone to check that you are happy for us to administer this medication. This is to protect your child, you and us.

**Procedure**

* We will ensure that all medication will be stored correctly and will check that it is still within its expiry date. Medication is kept in a lockable cupboard out of reach of the children; medication that is to be kept cool is kept in the fridge on the top shelf of the door of the fridge. We also have a cool pack on that shelf in-case a child has a bump.
* If your child needs to take medication prescribed by a doctor than we will need an additional medication form to be signed. In some cases, a child on antibiotics may be asked to not attend for 24hours in case they react to the medication and to prevent the spread of infection to others.
* All medicine given to us to administer must be in its original bottle/packaging. It must have the manufactures guidelines on it and if prescribed medication the details from the doctor.
* If your child has a self-held medication please obtain an additional one to keep with us. Older children can easily forget to bring home an inhaler.
* We will record all medication administered in our medicine book and request a parental signature at the end of each day.

**If you have any concerns regarding medication please do not hesitate to discuss them with us.**

**Emergency evacuation**

In order to keep your children and us safe we have developed the following procedure to evacuate the premises in the event of an emergency. This may be as a result of a fire, flooding, gas leak etc.

The children will have the opportunity to practice this procedure so they will not be alarmed should we ever have to use it. We will;

* Sound alarm (this is a whistle)
* Evacuate the children using the nearest and safest exit available
* Take the attendance record for that day, contact numbers, mobile phone
* Assemble at the end of the scout field
* Contact emergency services
* Comfort and reassure the children
* Follow the instructions of the emergency services

**Other emergencies**

As a registered club we will do everything within our powers to protect, comfort and support your child in the event of a major incident, National emergency or terrorist attack.

If we are involve or caught up in the incident we will comply fully with the instructions from the emergency services and constantly reassure the children in our care.

If you are caught up or involved in the incident then we will continue to care for your child until you are able to return or a person nominated is able to collect them.