

1. Introduction

1.1 We strive to provide safe care for all our children. The Manager and Playworkers will work very hard to minimise any accidents. However by the very nature of the activities that we will be undertaking we will undoubtedly have the odd accident hence we need to have procedures in place as to how we will handle them. The following policy sets out the procedures that the Clubs will follow in such cases.

1.2 There will always be a Paediatric First Aid trained Playworker on site who will know how to treat small accidents and will also know when to call in extra help if the accident is more serious.

2. Small Accidents

2.1 We will treat the child and then tell the parent about the accident when they pick up the child.

2.1.1 We will treat the child using TRADITIONAL methods i.e. Cuts & Grazes – An antiseptic wipe and plaster if necessary Bruises – Apply an ice pack Bites & Stings – Apply an ice pack, Shock – A sweet drink (orange squash).

3. More Serious Accidents

3.1 The parent will be asked on the Child's Registration Form whether they give permission for a trained Playworker to administer Emergency First Aid

3.2 The parent will be asked on the Child's Registration Form whether they give permission for a Playworker if necessary to sign any written form, consenting a hospital/doctor to treat the child if a delay in getting the parent's permission is considered by the hospital/doctor to endanger the child's health and safety.

3.3 We will treat the bleeding/bruising/suspected break/burn/black out etc. as required and then call for an ambulance if we feel it necessary. We will then inform the parent. The parent will then have two choices i.e.

3.3.1 The parent can decide to come directly to the Club and go to hospital with your child in the ambulance
3.3.2 The parent can decide that a Playworker should accompany the child to hospital and the parent meet us at the hospital

3.4 If a Playworker accompanies a child to the hospital, they will take all three pages of the child's registration forms with them to ensure that the parents' wishes are adhered to at all times.

3.5 If we can't get hold of the parent we will automatically accompany the child to Hospital and keep trying to get hold of the parent by phone until contact has been made.

Apex 360 Ltd

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4 Sickness

4.1 We will inform the parent that the child is ill and ask the parent to come and collect the child.

4.2 If a child has been ill, the Clubs will require a minimum period of 24 hours to pass after recovery, before the child will be welcomed back into the Club. This is to limit the spread of any infectious diseases.

4.3 The Clubs are obliged to inform OFSTED if:

- If any food poisoning affects more than 2 children in the Clubs care
- If any child has meningitis
- If any child has contracted a notifiable disease

5. Medicines

5.1 As part of our commitment to providing a safe, healthy and caring environment for all children, Playworkers may be involved with children who need to receive medication whilst attending the Club:

5.1.1 A Child finishing a prescribed course of antibiotics who is fit enough to attend

5.1.2 A Child with health needs who requires regular medication to maintain their health e.g. asthma, diabetes

5.1.3 A Child with specific health needs who requires medication in an emergency e.g. allergic reaction

5.2 Please note that we can ONLY give such Medications if the parent completes & signs a Medication Instruction Form.

5.3 All Staff administering any medications will be asked to:

5.3.1 Carefully read the instruction details on the Medication Instruction Form

5.3.2 To check the Child's details to ensure they have the right child – Name & DOB

5.3.3 To check the medication label to ensure the right medication is being used with the right child i.e. 5.3.3.1 Right child on label

5.3.3.2 Right drug

5.3.3.3 Drug still in date

5.3.3.4 Right dose

5.3.3.5 Right route

5.3.3.6 Right date & time

5.3.4 Two members of Staff will witness all administering & initial the Medication Form after administration

5.3.5 After administration all medications will be stored safely & correctly

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