



Hilldrop Area Community Association – Play Project Accident and First Aid Policy September 2021

Policy No. 21	This policy was adopted by HACA in May 2018 and will be reviewed at least every 2 years.	Date of Review: September 2021
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An accident is an unplanned, uncontrolled event, which causes, or could cause injury to a person. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Preparing risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff, users and to some extent the children, are aware of hazards i.e. putting toys away tidily etc.
- Staff, users and children are encouraged to care about the environment and their colleagues and peers.
- Staff identify and report hazards and risks and encourage users and children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

All accidents are recorded on a sheet, which includes details of the injury a body map, and in the case of children in our care, reported to the parents/carers on the day of incident (This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately - The form is signed by the parent/carer when collecting their child and is then kept in the Accident folder, securely)

There is always at least one qualified level 3 first aider on site at all times. We aim to have all Play project staff trained in first aid.

First aid boxes can be found at the following locations:

- In the kitchen of the large hall
- Opposite the main office
- In the main kitchen near the small hall

The boxes will contain resources suitable for users and children and will be checked regularly. Any missing or depleted items will be noted and replaced as soon as possible.

A first aid box is taken on all outings. If first aid is given it must be recorded on the first aid sheet and stored with the accident form it relates to.

When collecting children from school settings any handover details regarding injuries or accidents that may have occurred to the child whilst there, will be handed to worker and these will be passed on to parent when they collect the child

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something that could have been dangerous. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the relevant form.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

Head Injuries - Any head injuries will be accompanied with a "Head bump letter", explaining what the parent/carer should look out for. A record sheet containing number, name and date of all accidents/incidents is kept in the accident file.

Serious injury or death and how to deal with these events

In extreme cases of emergency, an ambulance will be called and the child will be taken to hospital, accompanied by a member of staff. The child's records will be taken to the hospital and the parent/carer will be informed immediately. The member of staff will remain at the hospital until the parent/carer arrives.

As a registered provider we will notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it. We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring. We would also notify the local child protection agency and act on any advice given.

Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury. Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
- If medical assistance is needed you must inform Ofsted within 14 days that the incident occurred.