

Emmer Green After school club

First Aid Accidents & Incidents

Every child attending the club will have their own individual accident log sheet like the one attached to this procedure. This sheet will be stored in our accident folder in a secure place at the club.

At least one person has a paediatric First Aid qualification and must be on the Premises at all times.

If an accident happens whilst the child is under the care of the club then the details are to be filled out as an entry onto their personal accident log. This entry then needs to be witnessed by another member of staff and counter signed by the parent or guardian at collection time and a copy.

The accident log requires the following details:

- Name of child and DOB
- The date and time of which the accident happened.
- The nature of injury - cut hand, bruise to knee, etc (specify exact location)
- Cause of accident - eg whilst playing tripped in the garden over some play equipment.
- Action taken - cut cleaned with wipe and plaster applied, TLC given for 5 minutes (“tender loving care”), etc.
- Staff signature - the person who took care of the child
- Witness signature- another staff member
- Parent / Guardian signature - to acknowledge they have been briefed over the incident and a copy.

If a child suffers from a head Injury whilst in the after school club care a head injury form will be given to the parent to advise if any concern.

If a serious accident happens in the care of the EGASC, an ambulance will be called and parents will be informed immediately. In the event of a serious accident OFSTED and RIDDOR will be informed and a log of this will be recorded.

If the member of staff notices or uses the last item from the first aid box attending to a child, then this needs to be brought to the attention of the club manager so new stock can be purchased.

If the member of staff believes the accident or incident could happen again then a risk assessment would be undertaken and the risk assessments log will amended action will be taken accordingly to minimise any potential for further harm.

If an accident occurs through a deliberate action from another child/ person then an incident record will be completed.

Related policies: confidentiality policy, Safeguarding & child protection policy, Behaviour policy,

Emmer Green after school club Accident Log

Name:	DOB:
Place of accident:	Date & time of accident:
First aider:	Nature of injury:
Cause of accident:	
Action taken:	Parent signature:
First aiders signature:	Date:
Witness Signature:	Time:

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Place of accident:	Date & time of accident:
First aider:	Nature of injury:
Cause of accident:	
Action taken:	Parent signature:
First aiders signature:	Date:
Witness Signature:	Time: