

First Aid and Accident Policy – Holiday Activity Clubs

This policy applies to all attendees and staff of Abbot's Hill Holiday Activity Clubs.

1. Introduction

1.1 The arrangements for first aid provision will be adequate to cope with all foreseeable minor and major incidents.

2. Qualified Staff

2.1 The number of certified first aiders will not, at any time, be less than the number required by law and will include First Aid at Work first aiders. At least one qualified first aider will be available on site when children are present.

2.2 All first aiders possess a current certificate which will be kept updated at least every three years.

3. Medical Facilities

3.1 Record keeping will be maintained on an accurate and timely basis, and all records will be kept secure in accordance with safeguarding and data protection requirements.

3.2 Any medications required by children during the day will be the responsibility of the parent/guardian to administer, in liaison with the Director of Holiday Clubs, except for emergency medication, for example, epipens and asthma inhalers.

4. First Aid Kits

4.1 The Director of Holiday Clubs will keep a supply of first aid material for the clubs and ensure the supply is kept topped up at all times.

5. Documentation and Record Keeping

5.1 When a child is signed up for a Holiday Activity Club, the parents/guardians complete medical details on the booking form.

5.2 Parents/guardians are asked to detail any recent illnesses/conditions and allergies. Parents/guardians are also asked whether they give consent to the Director/Assistant Director of Holiday Clubs to administer various listed items such as liquid paracetamol, anti-histamine and sun cream. In addition, parents/guardians are asked whether the Director/Assistant Director of Holiday Clubs can act in loco parentis in an emergency.

6. Accidents

6.1 A record must be made in an Accident Book on each occasion a member of staff, child or other person receives first aid treatment as a result of an accident on the school premises.

Accidents involving a Child

6.2 The first member of staff to the scene of any accident should complete an accident form as soon as is reasonably practicable.

6.3 The top copy of the accident form will be given to parents on collection of the child.

6.4 The second copy should be taken at the earliest opportunity to the Director of Holiday Clubs so any follow up can be made. The third copy should go to the Health and Safety Co-ordinator as soon as possible.

Staff and Visitors' Accidents

6.5 The single copy should be taken to the Director of Holiday Clubs as soon as reasonably practicable. Head injuries and other serious injuries must be reported to the Health & Safety Co-ordinator immediately, who will inform SLG by email.

7. Emergencies

7.1 The Director of Holiday Clubs (or other Qualified First Aider) will normally decide whether or not to call an ambulance.

7.2 ALL ACCIDENTS WHICH REQUIRE HOSPITAL TREATMENT OR RESULT IN MORE THAN SEVEN DAYS ABSENCE FROM THE WORK PLACE MUST BE RECORDED IN THE ACCIDENT BOOK AND REPORTED ONLINE TO RIDDOR WITHIN 10 DAYS.

8. Review of Accidents

8.1 A summary of all accidents/injuries and injury reports will be compiled by the Health and Safety Co-ordinator on the approved form and emailed to SLG each half term. The Bursar is responsible for reporting serious accidents to insurers and the Health and Safety Co-ordinator is responsible for reporting serious accidents to RIDDOR.

8.2 There will be a half termly review by SLG of all reported accidents which will enable the school to ensure there is appropriate First Aid provision across the site and to address any health & safety issues (Accident/Incident & Injury Reports).

9. Confidentiality

9.1 All medical details on booking forms are kept confidential and are only disclosed on a 'need to know' basis.

10. Notices & Communication

10.1 In cases where the Director of Holiday Clubs cannot be contacted, notices listing other possible qualified first aiders are displayed on the Medical Notice Boards in appropriate locations around the site.

10.2 In addition, Emergency Procedure guidelines are displayed on the Medical Notice Boards for:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

10.3 Medical Notice Boards are located in the following areas:

- The Nursery Staff Room
- The Prep School Staff Room
- Junior Block (Johnson Room in ICT3)
- Stable Block (Home Economics Office)

- Davidson Block (English Office)
- Dickinson Building (PE Office)
- Science Block (staff room)
- Senior School Staff Room (wet room)
- Catering
- Pastoral Hub

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