



# **ILLNESS, ACCIDENTS and INCIDENTS POLICY**

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# **Illness, Accidents and Incidents**

At LEAPS Suffolk we will deal promptly and effectively with any illnesses or injuries that occur while people are in our care. We take all practical steps to keep everyone that uses our service, along with staff, volunteers and visitors safe from communicable diseases.

All parents or carers must complete and return a Registration Form before a person accesses our services. An annual update form is also required as this ensures we have the correct and most up to date information. Parents are responsible for informing the manager Karen Double of any changes to their child's health as soon as it occurs. This information will be shared with staff on a need-to-know basis and the emergency services if the need arises.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate. This information will be shared with the parent or carer, who will be asked to sign the record sheet when they collect the attendee.

LEAPS Suffolk cannot accept anyone who is ill. If it is felt that an attendee arrives at the club or any other activity whilst they are ill, then the parent/carer will be contacted and asked to take them home immediately.

## **First aid**

The club's designated First Aider is Karen Double. The designated First Aider has a current first aid certificate and has attended a 12-hour paediatric first aid course and a 3-day First Aid at Work course. To ensure that there is a qualified first aider present at every session of the Club, other members of staff will also receive first aid training.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the Club. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and adults and comply with the Health and Safety (First Aid) Regulations 1981.

The session lead will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate and/or an Emergency First Aid certificate.

## **Procedure for a minor injury or illness**

The first aider at the session will decide upon the appropriate action to take if an attendee becomes ill or suffers a minor injury. If an attendee becomes ill during a session, they will be closely monitored. If it is felt he/she should not be at the club the parent or carer will be asked to collect them as soon as possible. We will keep them comfortable and he/she will be closely supervised while awaiting collection. If an attendee complains of an illness which does not impair their overall wellbeing, they will be monitored for the rest of the session and the parent or carer will be notified when they arrive for collection.

Any attendee who has been ill should not return to the club until they have fully recovered. In the event of sickness and diarrhoea the exclusion period is at least 48 hours after the last bout of sickness and diarrhoea.

If an attendee has a minor injury, first aid will be administered, and he/she will be monitored for the remainder of the session. If it is felt they would be better off at home we will contact the parent/carer.

## **Procedure for a major injury or serious illness**

In the event of an attendee becoming seriously ill or suffering a major injury, the first aider at the session will decide whether he/she needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive. If he/she needs to go straight to hospital, we will call an ambulance and a member of staff will accompany to the hospital.

The staff member will take the attendees current Registration Form with them and will consent to any necessary treatment (as approved by the parents on the Registration Form). We will contact the attendee's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that have been named on the registration form.

After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures. We will notify Ofsted and child/adult protection agencies in the event of any serious accident or injury to an individual in our care as soon as reasonably possible and within 14 days at the latest.

We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

## **Reporting and recording accidents**

All accidents and injuries will be recorded on the relevant accident or incident form, stating where the injury is and with witnesses if applicable. This must be shared with the Session Lead before the child goes home. If it is a head injury, the form must be shared with the Session Lead straight away. The Session Lead or Group Lead will notify parents upon collection and ask the parent/carer to sign the form.

## **Communicable diseases and conditions**

If a case of head lice is found at the Club, the individual's parents or carers will be discreetly informed when they collect at the end of the session. Other parents will be asked to check their own children for head lice, but care will be taken not to identify the individual affected. If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

In the unlikely event there is an incident of food poisoning affecting two or more people looked after at the Club the Manager will inform Ofsted as soon as possible and within 14 days at the latest. If

there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

## **Useful contacts**

Public Health England - Midlands and East of England: 0121 232 9267

Ofsted: 0300 123 1231

RIDDOR HSE Incident contact unit: 0345 300 9923