

Illness & Accidents

First Aiders

All permanent FACEvents staff hold a 12 hour Pediatric First Aid certificate, where deemed necessary casual/supply staff will also be trained. There will always be a trained pediatric first aider available to assist whenever the club is open; a list of these people are on display.

Procedure for minor accidents and injuries

FACEvents classifies minor injuries as anything that requires no, or low level first aid and does not require parents/carers to be informed immediately, with the exception of a bumped head where parents/carers are always informed at the time.

First aid kits will be placed in every session where possible, meaning most minor injuries can be dealt with at the scene. There is a designated area away from the activities where a child can be taken if needed.

A trained first aider will decide on the correct course of first aid.

After any accident/incident form will be completed with the following information:

- Date, Time & Location
- Child's name & Age
- Details of the Accident/Incident including a body map
 - Any action taken & follow up
- Whether parents/carers or emergency services have been contacted
- Print name, Signature & Date of parent/carer and staff member

Where possible, this will be reported on the online system, which sends a notification to parents via email.

Procedure for major accidents and injuries

FACEvents classifies major injuries as anything that requires the child to receive medical attention outside the remit of first aid, or requires the child's parent/carer to be contacted immediately and the child needs to be collected.

If a trained first aider is not present, they will be called to the scene immediately. The situation will be assessed to ensure the child is not in any immediate danger or endangering others.

If the child can be moved safely, they will be taken to the first aid room or a clear quiet space; if this is not possible, a staff member will remove all other children to a different area.

If the child needs to go straight to hospital, an ambulance will be called by the manager. In the event the manager is not available the first aider will direct someone to do so.

The parent/carer will also be called. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment section of the medical form has been signed.

If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer is contacted and asked to collect their child. In the meantime, the child is made as comfortable as possible and kept under close supervision.

An accident/incident form will be completed as above and will include all decisions and actions taken up to the point the child is handed over to the parent/carer. The manager will also make a follow up call within 24 hours to check on the situation.

After every major accident, Ofsted will be informed within 48 hours, if not sooner. FACEvents will consider whether the accident or incident highlighted any actual or potential weaknesses in FACEvents policies, procedures or risk assessments and make suitable adjustments if necessary.

Procedure for sickness and illness

FACEvents follows '*Guidance on infection control in schools and other childcare settings*' from the Public Health Agency. If a child arrives ill or becomes ill at a FACEvents session, the manager will make the decision as to whether the child is required to go home. If this is the case, the parent/carer will be contacted to collect their child as soon as reasonably possible. They may be advised to seek medical advice from their doctor and will be required to keep the child away from any FACEvents sessions for the recommended incubation period. An accident/incident form will be completed to document actions taken.

In the event a child becomes seriously ill and requires urgent medical attention, an ambulance will be called and a member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment section of the medical form has been signed. The parent/carer will also be contacted. An accident/incident form will be completed to document actions taken- Ofsted will be informed within 48 hours.

If anyone on site (adult or child) is diagnosed with a notifiable disease as stated by Public Health England or there is an outbreak of infection, Ofsted will be notified and FACEvents will contact the relevant local health protection team (<https://www.gov.uk/health-protection-team>) to seek advice on what steps to take.