



*326 After School Club @ Codicote  
Policy for: Accidents & Emergencies  
Sept 2019*

In case of the event of a Major Accident, Incident or Illness, 326 Club requests that parents complete and sign the necessary first aid sections on the registration forms enabling staff to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In this instance, the headteacher or deputy headteacher must be informed as soon as it is reasonable to do so.

In the event of such an accident, the following will apply:

- In the first instance, the first-aider will be notified and take responsibility for deciding upon the appropriate action.
- The first-aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by staff.
- All such accidents or incidents will be recorded in detail on an Accident & Incident Report Form and signed by that member of staff.

The club supervisor and play worker will consider whether the accident or incident highlights any actual or potential weaknesses in 326 Club policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the event of a Minor Accident, Incident or Illness

- In the first instance, the designated first-aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at the club, the first-aider will remove the child from the activities and, if appropriate, treat the injury themselves.

- If and when a child is feeling sufficiently better, they will be resettled into the activities but will be kept under close supervision for the remainder of the session.
- At the end of the session staff will fully inform the parent/carer about the accident/incident and any treatment given.
- If the injury or illness incurred is such that treatment by the first-aider is deemed inappropriate but does not warrant hospitalization, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives the child will be kept under close supervision and as comfortable as possible.

All such minor accidents and incidents will be recorded in duplicate in the First Aid Book and signed by that member of staff and the parent/carer on collection of their child. One copy will be given to the parent and the other retained by the Club.

The club supervisor and play worker will consider whether the accident or incident highlights any actual or potential weaknesses in 326 Club policies or procedures, and act accordingly, making suitable adjustments where necessary.