326 After School Club @ Codicote
Policy for: Accidents & Emergencies
September 2021

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.

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, in discussion with the headteacher or deputy headteacher, 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.