

# ACCIDENTS AND ILLNESSES POLICY – April 2016

## INTRODUCTION

The purpose of Marble Hill Playcentres (“MHPC”) Accidents and Illnesses Policy is to enable all users of the Playcentres to be cared for to the highest standards during their visit.

Marble Hill Playcentres recognises its responsibilities in providing appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Playcentres. For this reason, Marble Hill Playcentres has a number of designated Playworkers responsible for First Aid and at least one trained member of staff will be on site during each session.

Marble Hill Playcentres’ registration document requires consent for emergency medical treatment for children in the event of a major accident or illness.

## THE PROCEDURE

**Without exception, all head injuries require contact to be made with the parents.**

**In the event of a minor accident or illness** – including minor bumps, bruises, cuts, grazes and splinters

In the first instance the child concerned will be reassured and comforted by the closest member of staff or the member of staff they present their injury to.

Responsibility for any injury that requires treatment, including use of plasters, will be performed by a first aider and an accident form will be completed. For the majority of injuries this will be completed at the desk.

Once the child is feeling sufficiently better, they will be resettled back into the session, but will be kept under close supervision for the remainder of the day.

At the end of the session, the Senior Playworker will fully inform the parent of the illness/accident and any treatment given if an accident form has been completed. If the child is not being collected and is leaving alone, the Senior Playworker will judge whether the injury warrants a telephone call to the parents.

If the injury cannot be treated by a First Aider, but does not warrant hospitalisation (or the child continues to feel unwell or requests to go home) the parent will be contacted and asked to collect their child. Until the parent arrives, the child will be kept under close supervision and as comfortable as possible

The Senior Playworker and Playcentres Manager should consider whether the accident or incident highlighted any actual or potential weaknesses in Marble Hill Playcentres policies or procedures, and make suitable adjustments if necessary.

In circumstances where no designated First Aider is present, the Senior Playworker will assume all responsibilities, or nominate an appropriately trained replacement.

**In the event of a major accident or illness**


A First Aider will be notified and take responsibility for deciding upon the appropriate action.

If the child needs to go straight to hospital, an ambulance will be called. The parent will also be contacted. Marble Hill Playcentres will accompany the child to the hospital and will consent to medical treatment being given.

All such accidents or incidents will be recorded in detail and logged on an 'Accident Record' Form. Parents will be asked to sign in the relevant section to acknowledge the incident or accident and any action taken by Marble Hill Playcentres and its Playworkers

The Senior Playworker and Playcentres Manager should consider whether the accident or incident highlighted any actual or potential weaknesses in Marble Hill Playcentres policies or procedures, and make suitable adjustments if necessary.

Parents will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by Marble Hill Playcentres and its Playworkers.

Updated on 14.04.2016	By Kevin Stinton  Playcentres Manager
Reviewed on 24.05.16	By   Marble Hill Playcentres Committee