

# ACCIDENTS AND ILLNESSES POLICY 2019

## 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 - if the child has left the site then a follow-up call must be made as soon as possible.**

**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 the 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 supervision for the remainder of the day or until the first aider considers the child is no longer suffering from the accident or injury.

At the end of the session, or at the point the child decides to leave, the Senior Playworker will fully inform the parent of the illness/accident and any treatment and provide them with a copy of the completed accident report. 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

**In the One O'Clock Club**, the first aider will complete an accident form for serious injuries that have required treatment from the first aider. More minor injuries and injuries that have been attended to by the parents will be recorded in the minor injuries book so that they may be reviewed.

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

### Accidents

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

If the child needs to go straight to the hospital, an ambulance will be called. The parent will also be contacted. Marble Hill Playcentres staff 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.

### Illness

If a child becomes unwell at the Playcentres the senior worker or the designated worker in charge will notify the parent/carer.

If the illness requires the child to be collected from the Playcentres s/he will be allowed to rest in a quiet area away from other children if this is possible, but within eye contact of an adult until s/he is collected by a parent/carer.

If the child is suffering from a communicable disease/illness confirmed by a doctor that requires a temporary exclusion period, parents/carers will need to inform the Senior Worker who will let the Manager know, who will then see advice from the borough's Health & Safety Officer.

**Children who are unwell with an infectious disease who are not at school should also not be at the Playcentres.** Once they are better they can return unless they continue to pose a risk of infection to the other children or staff team. They should not return to the Playcentres until the risk has passed. A notice will be posted at the Playcentres to inform parents of any outbreaks of infectious diseases.

Symptoms and exclusions can be found in:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### Outbreaks of Infection

If the Playcentres suspects that some of its children form part of an outbreak of infection i.e. an unusually high number of cases of infectious disease, they should contact the Manager who will contact the local health authority.

Updated on 1/11/19	By Claire Chapman  Playcentres Manager
Reviewed on 1/11/20	By Julie Harness  Marble Hill Playcentres Committee