

Health, Illness and Emergency – POL013

Action for Children and Happy Bananas Holiday Club are committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children and their families are accessing our service.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Children and Family Service recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at where required.

Nominated First Aiders will be part of every group. The nominated first aiders are responsible for maintaining the correct contents of all First Aid boxes. Each group will have their own first aid box. There will also be first aid boxes available on every minibus.

The management will ensure that there will always be at least one member of staff who has a current paediatric first aid certificate available at all times. The management team will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. This is the responsibility of each trained first aider.

The box should contain at least:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- A sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid box, will be made known to all staff members. It is the staff members responsibility to ask about the location of this.

A First Aid box will be taken on all off site visits (outreach activities and events) or outings. This is the responsibility of the member of staff trained in first aid, and the Instructor.

In the Event of a Major Accident, Incident or Illness

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

In the first instance, a 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.

If the child needs to go straight to hospital, Management will be notified.

Management will then phone an ambulance in appropriate and next of kin.

The child may not need to go straight to hospital but their condition means they should go home (from this point on, the provisions of the Infectious and Communicable Diseases policy will govern the child's return to the service).

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety.

All such accidents or incidents will be recorded in detail and logged on an Accident / Incident Form. Parents/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by Action for Children staff. It is responsibility of the first aider or Instructor to ensure this is done.

Staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Children and Family Services policies or procedures, and report any suitable adjustments required to the National Development Team. This will inform changes in activities and risk assessments to ensure safety of the groups in future activities.

In the Event of a Minor Accident, Incident or Illness

In the first instance, a 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 Children and Family Service, the first aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.

All such accidents and incidents will be recorded in detail and logged on an Incident / Accident form and parents/carers should sign to acknowledge the incident and any action taken. This is first aider's responsibility.

Staff will consider whether the accident or incident highlighted any actual or potential weaknesses in Happy Bananas policies or procedures and will report any suitable adjustments to the National Development Team. This will inform of possible changes in future activities and risk assessments.

Medications

It is the instructors responsibility to ensure all medication is kept both safe and secure. It is the administers responsibility to ensure the medication is given correctly, following the individual's medication plan.

Where staff members carry their own medication, this should be kept secure. Instructors and management should be made aware of this.

Sun Protection

All staff to understand the dangers posed to children and themselves by over exposure to the sun. They also promote sun protection with for all young people and staff.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun. If either/or are not provided it is the instructors responsibility to adapt activities to ensure the safety of individuals.

Drinking water should always be available. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Legislation / guidance that informs this policy:

Health and Safety (First Aid) Regulations 1981

Public Health (Infectious Disease) 1988 Act

Public Health 1984 Act

Guidance on Infectious Diseases in schools and childcare

Linked policies:

Evacuation and Emergency Closure – POL010

Health and Safety – POL012

Hygiene – POL014

Infectious Diseases – POL016

Risk Management and Assessment – POL024