



Oriel Academy
West London
an Aspirations Academy

WRAP AROUND CARE HEALTH, ILLNESS AND EMERGENCY POLICY

APPROVED	Summer	2020
REVIEW	Summer	2021

Our Scheme is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

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

The Scheme has a designated member of staff responsible for First Aid. This person has an up to date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Scheme Leader and the designated member of staff will ensure that there is a fully trained First Aider available at all times when children are present. There will be at least one person on outings who has a current First Aid certificate. The Scheme Leader will be responsible for enabling the members of staff concerned to receive First Aid training approved by the local authority and consistent with guidance set out in the EYFS.

Procedures

- Written parental permission will be requested, at the time of the child's admission to the scheme, to the seeking of any necessary emergency medical advice or treatment in the future.
- Details of any medical issues concerning each child will be requested from the parent/carer as part of the scheme registration procedures. No child will be allowed into the scheme without this information being provided in advance. Medication will be given in strict accordance with our **Administration of Medication Policy**.
- The Scheme Leader will ensure that details are held of all children who suffer from any medical condition such as asthma, epilepsy, diabetes, sickle cell or an allergy (e.g. penicillin, adhesive plaster, wasp stings, nuts) and make sure that all regular staff understand the symptoms and potential necessary actions required.
- All staff and volunteers will be aware of and have easy access to where the medical information is kept on all of the children.
- All staff will take responsibility for regularly reading the medical information and making sure they are kept up to date.
- **The Scheme Leader/SLT must notify Ofsted and local Child Protection agencies of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Failing to comply with this requirement without reasonable excuse is an offence.**

In the Event of a Major Accident, Incident or Illness

In the event of a Major Accident, incident or illness the Scheme Leader will take every necessary action to make sure that the child is reassured and their parents contacted and will remain with the child until the two parties are reunited.

In the event of such an event, the following procedures 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 parent/carer has not arrived by the time the ambulance is ready to go, where possible, a member of staff will accompany the child to the hospital and stay until the parent/carer arrives.
- 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 be 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 the scheme and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Slip or the Accident Record Book as soon as possible. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the scheme and its staff.
- The Scheme Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the scheme's 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 Scheme, the First Aider will remove the child from the activities and, if appropriate, treat the injury themselves. Children who fall ill during the session will be treated in accordance with the schools ***Sick Children Policy***.
- 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.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, 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 accidents and incidents will be recorded in detail and logged on an Incident Record Slip or the Accident Record Book. When the child is collected the First Aider will fully inform the parent/carer of the incident or accident and any treatment given. Parents/carers will be asked to sign to acknowledge the incident and any action taken.
- The Scheme Leader and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Scheme's policies or procedures, and make suitable adjustments if necessary.

Recording and reporting of Sickness, Injury and Accidents

The accident/incident form is a legal document that can be used in front of a court of law as evidence and for insurance purposes.

- The staff member who witnessed the accident under the supervision of the Scheme Leader will fill in the accident/incident form.
- The accident/incident form will be filled in by pen.

NB. If a member of staff did not witness the accident, this will be made clear on the form and staff should take a note of the information given to them by the children. This information may be attached to the form but should **NOT** include children's names.

- The name and address of the scheme will be filled in at the front of the accident/incident book.
- The child's name and address will be completed in full.
- State the correct date and time.
- State the exact place where the accident happened (not just outdoors/indoors).
- State in as much detail as possible how the accident happened.
- Give full details of the injury, state right/left, lower/upper, size, swelling, bleeding, appearance etc. (Do not state that the limb is not broken as you are not medically qualified to diagnose this).
- State clearly the actions taken eg washed, comforted, telephoned parent/ carer etc.

Certain accidents also need to be reported to the Council's Environmental Health Department under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, namely:

- Any fatality
- Accidents resulting in a child being taken to hospital
- Accidents to staff involving a major injury or where the member of staff is off work for more than three days as a result of the accident.

Fatalities, major injuries and accidents resulting in a child being taken to hospital must all be reported immediately to the Health and Safety Advisor (by telephone 020 8583 2610) and followed up with a borough report form (Document 6). 'Over three day' injuries to staff only need to be reported on the borough report form (Document 6). The Children's Services and Lifelong Learning Department will inform Environmental Health Services upon receiving the accident report form.

Closing the Wrap Around Care in an emergency

In very exceptional circumstances, the Scheme may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Scheme Leader and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue (see ***Fire / Evacuation Procedures***), where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.