



Essex After School Clubs

# **Health, Illness and Emergency Policy**

## Health, Illness and Emergency

**Essex After School Clubs 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 Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

The Club has designated members of staff responsible for First Aid these people have up to date First Aid certificates and are responsible for administering basic First Aid when necessary and appropriate. The Manager will ensure that the content of the first aid box is kept up to date.

The Manager will ensure that there is a fully trained First Aider available at all times during sessions at the Club.

*(EYFS Requirement: 3.25-at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present.)*

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 at the most recent First Aid Training.

*(EYFS Requirement: 3.50-Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children.)*

The box to contain kit should have white cross on a green background.

The box should contain:

- A card or leaflet giving general guidance
- 20 individually wrapped plasters
- 2 sterile eye pads
- 4 triangular bandages
- 6 safety pins
- 2 large, individually wrapped sterile dressings (unmedicated)
- 6 medium, individually wrapped, sterile dressings (unmedicated)
- 2 pairs of disposable gloves
- Moist wipes that do not contain antiseptic or alcohol
- 1 pair of blunt round-edged scissors
- 1 resuscitation faceshield
- 1 finger bandage and applicator
- 5 non-adherent dressings
- 1 roll of micropore tape
- 5 packs sterile gauze swabs

The location of the First Aid box, and the names of qualified first-aiders, will be clearly displayed around the Club's premises. *(EYFS Requirement: 3:25-Providers should display, or make available to parents, staff PFA certificates or a list of staff who have a current PFA certificate).*

A First Aid box will be taken on all off-site visits or outings. This is the responsibility of the Club Manager.

### ***In the Event of a Major Accident, Incident or Illness***

The Club requests that parents/carers complete and sign the Emergency Medical Treatment Form, enabling the Manager or any member of staff so empowered, 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 the event of such an event, the following procedures will apply:

- In the first instance, the Manager will be notified and take responsibility for deciding upon the appropriate action.
- The Manager 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. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and sign.
- 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 Club and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Accident / Incident Record. 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 the Club and its staff.  
*(EYFS Requirement: 3.50-Providers must keep a written record of accidents or injuries and first aid treatment.)*
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club'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 Manager and designated First Aider will be notified and take responsibility for deciding upon any appropriate action. Staff will refer to the 'First Aid' book if necessary to help them to ensure that they are administering the correct first aid.
- If the child does not need hospital treatment and is judged to be able to safely remain at the Club, 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.
- At the end of the session, the Manager and First Aider will fully inform the parent/carer of the incident or accident and any treatment given.  
*(EYFS Requirement: 3.50-Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given)*

### ***Sun Protection***

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children and apply sunscreen in the morning. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside

### ***Closing the Club in an emergency***

In very exceptional circumstances, the Club 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 Manager 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, 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.

See critical incident / lockdown procedure