



Culham After School Club

Policies and Procedures

Health, Illness and Emergency

Culham After School Club 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 a designated members of staff responsible for First Aid. These people have up to date First Aid certificate. The owner is responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Playleader and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at the Club. The Playleader will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be accessible at all times and 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. (see www.hse.gov.uk and www.redcross.org.uk)

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Club's premises.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Playleader.

In the Event of a Major Accident, Incident or Illness

The Club requests that parents/carers complete and sign the Child Information & 'Permissions' Form, enabling the Playleader or any member of staff so empowered, to seek emergency medical advice or treatment for their child in the event of a major accident, incident or illness occurring at the Club.

In 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.



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- 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 maybe called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will take with them the Child Information & 'Permissions & Form.
- If the child does not need to go straight to hospital but her/his condition means s/he 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 (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy, if appropriate, will govern the child's return to the Club).
- 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 Incident Record Book or the Accident Record Book. 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 Club and its staff.
- The Playleader 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.
- Ofsted will be informed about:
 - any significant changes or events.
 - any communicable diseases as defined by the Health Protection Agency.
 - any food poisoning affecting two or more children looked after on the premises or any child having a serious disease on the premises.

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 Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.



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- If and when the child is feeling sufficiently better, they will be resettled into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given. All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the record and any action taken.
- 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 (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy, if appropriate, will govern the child's return to the Club).
- The Owner and staff team should consider whether the accident or incident highlighted any actual or potential weaknesses in the Club's policies or procedures, and make suitable adjustments if necessary.

Medication

- In circumstances where the designated First-Aider is absent, the Playleader will assume all responsibilities, or nominate an appropriately trained replacement.
- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form
- The club may decline a request, from a parent/carer, until appropriate training has been undertaken, particularly if this involves technical knowledge.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member(s) of staff by a qualified health professional. The training is specific to the individual child concerned.



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The procedure for administering medication at the Club is as follows:

Medication will never be given without the prior written request of the parent/carer and a written and signed instruction from the child's GP, as identified on the pharmacy label. This will identify the frequency, dosage, and any other pertinent information. A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- prior consent is arranged.
- all necessary details are recorded.
- that the medication is properly labelled and safely stored during the session.
- another member of staff acts as a witness to ensure that the correct dosage is given.
- parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.
- full details of all medication administered at the Club, along with all Administering Medication Forms, are recorded and stored in the Medication Record Book.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Playleader and the child's parent/carer will be notified, and the incident recorded in the Medication Record Book.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Sun Protection

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



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In hot weather, parents/carers are encouraged to provide sunscreen for their children. 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 Child Information & 'Permissions' Form.

In hot weather, staff will make sure there is a regular supply of water available to children at all times. 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 Playleader 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.

Ofsted will be informed about any significant changes or events.

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