

Peak Time Kids Club

Health, Illness and Emergency Policy

Peak Time Kids 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

Peak Time Kids' Club has designated members of staff responsible for first aid. All permanent members of staff are to undergo First Aid Training. The senior play worker is responsible for maintaining the correct contents of the first aid box.

There will be a fully trained First Aider at all sessions. The Coordinator will be responsible for enabling the members of staff to receive adequate first aid training.

The first aid box will be checked regularly. The list of contents will be displayed in the box and will be checked that they are in date and in good condition.

In the Event of a Major Accident, Incident or Illness

Peak Time Kids' Club requests that parents/carers sign the Emergency Medical Treatment form when they register, enabling the Coordinator to give permission for emergency medical treatment if a need occurs.

The following procedure would apply:

- The first aider would take responsibility
- 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 to hospital an ambulance will be called. The parent/carer will be contacted. A member of staff will accompany the child to hospital.
- If the child's condition means they need to go home, the parent/carer will be contacted and asked to collect their child. In the meantime the child will be made comfortable and kept under close supervision(from this point on, Peak Time Kids' Club's Infectious and Communicable Diseases policy will govern the child's return to the club.)
- Parents/carers will be made aware of the details and actions taken.
- All accidents and incidents will be recorded and logged. Parents will be asked to sign the relevant sheet to acknowledge any action taken.
- The Coordinator will consider whether the incident highlights any weaknesses in the club's policies or procedures and may make suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

- The first aider will take responsibility and decide how the injury/illness should be treated.
- If and when the child resettles back into the activity they 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 parents/carer.
- If treatment by the first aider is deemed unsuitable, but does not warrant hospitalisation, the parents/carer will be contacted immediately and asked to collect their child. The child will be kept comfortable and under close supervision. (From this point on, Peak Time Kids' Club's Infectious and Communicable Diseases policy will govern the child's return to the club).
- All accidents and incidents will be recorded and logged. Parents will be asked to sign the relevant sheet to acknowledge any action taken.

Medication

See separate policy