



Accidents & Emergencies

Whilst we aim to protect children at all times we recognise that accidents or incidents may sometimes occur. We follow this procedure to ensure all parties are supported and cared for when accidents or incidents happen;

All of our staff hold their Outdoors First Aid certificate, which covers first aid from paediatric level through to adulthood and ensures we are equipped to deal with any eventuality that may happen on our sites. Our first aid kits are checked and restocked before and after every session and are always directly to hand wherever we are on site as part of our kit we take with us.

In the circumstance of a child having minor injuries we will do everything we can to keep the child calm and to administer first aid with parents having given prior consent for this eventuality. A full accident report will be completed offering what happened, any first aid treatment given and completed by the parent signature on collection at which point a copy will be given to parents.

Where additional medical treatment is required or the child's injury is preventing them from engaging with the session parents will be informed immediately.

All accident records are kept for a minimum of 21 years and 3 months and any more serious accidents will be reported to RIDDOR as required.

Head injuries

If a child has a head injury during the session then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the head injury form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

In the Event of a Serious Accident/Injury;

- Ensure your senior first aider can assess the child/adult who has been injured and make sure they have assistance as needed.
- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle.
- Ensure the child/adult has been made comfortable and the first aider is to remain with the casualty until the ambulance arrives and the paramedics take over
- Whilst waiting for the ambulance, contact the parent(s) and ask for them to come to site to accompany their child to hospital wherever possible or ask them to meet you at the hospital and prepare a member of our team to accompany the child
- Prepare the child's accident form and any belongings to go with them to hospital

In the meantime;

- All other children and adults to be removed from the area and redirected accordingly
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children/adults.
- This may mean temporarily grouping the children together until parents can collect the children if a child only group - allocate a team member to be responsible for this. For a parent and child group it may mean someone leading the session for parents in an alternative area or finishing the session early to ensure the wellbeing of all staff and clients.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.
- Staff may also require additional support following the accident.

It is important to ensure all roles are allocated prior to the beginning of sessions so each team member knows their role should an emergency arise and you have a lead first aider on site to delegate as needed in the eventuality of this occurring. All roles are important to ensure the wellbeing of the casualty and the witnesses who have seen it.

This policy was adopted on	Signed on behalf of the company	Date for review
07/06/2021	<i>Geri Weeks</i>	07/06/2022 or before