

Inverbrothock Out of School Care Club

Charity Number: SC030097

Accident and Incident Policy

At Inverbrothock Out of School Care Club we operate an accident and incident policy. The safety of children, staff, parents/carers, and visitors is of paramount importance to us. Every measure will be taken to protect these groups. However, sometimes accidents do unavoidably happen, and the following procedures will be carried out in dealing with situations.

The aim of this policy is to ensure that:

- a. The club has a health and safety policy that involves the use of regular risk assessment and regular maintenance of premises and equipment.
- b. The club's management and appropriate staff are knowledgeable about all relevant health and safety legislation and their responsibilities in law.

First aid

- All staff have completed a relevant paediatric first aid course and there are always at least two members of staff on duty during each session.
- There are two fully stocked first aid kits and these are kept within the office of the club, located in the bottom drawer of the brown filing cabinet clearly marked with a first aid symbol. The first aid kits are checked regularly and there is an up-to-date inventory/items list.

Accidents

An accident is defined as an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury. For example, tripping over causing an injury.

When an accident occurs, we will:

- Comfort and reassure the child, staff should always try and remain calm.
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance.
- First aid will be carried out by a qualified first aider.
- If the accident is serious, the manager or person in charge will inform the parent/carer and ask them to return to care for their child/meet at the hospital.
- A phone call to parents/carers will always be made following a head injury.

After an accident, however minor

- An accident report will be filled out, signed and dated by the member of staff who is dealing with the accident and signed by the manager or person in charge, it will then be signed by the parent/carer on arrival at the setting. The accident folder will be found in the brown filing cabinet within the club office. The accident folder is **Red** and is clearly marked.
- Accidents are logged and evaluated at the end of each month, any patterns in accidents or injuries will be assessed and adaptations to the playroom, outdoor play areas or routines will be made to ensure accidents are kept to a minimum.

Incidents

An incident is defined as an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over, resulting in an injury.

When an incident occurs, we will:

- Fill out an incident form (found in the brown filing cabinet within the club office, the folder is **green** and clearly marked) and accident form for the children involved.
- These forms will be filled out by the staff member who witnessed the incident and supported by the manager or person in charge.
- It is important that when staff are filling out these forms that they protect confidentiality and should always use the phrase 'another child' and never use children's names.
- The form must be written accurately and clearly.
- The form should be clear on immediate actions that were taken.
- Incidents are logged and evaluated at the end of each month to ensure any incidents involving the same people are highlighted to ensure any extra supports are identified and put into place quickly and effectively.

Accident and incident forms

The forms will include:

- Date of the accident/incident
- Time of the accident/incident
- Location of the accident/incident

- Name and signature of the person who dealt with the accident/incident.
- Description of the accident/incident
- Description of injury
- Description of care given
- Position of injury, detail this within the report for example left hand and also mark this on the body map located on the form.
- Parent/carer should also sign and be given a copy of the form.

Head bumps

In the event of a head injury no matter how minor we will:

- Parents/carers will be phoned to notify them of the head injury.
- Ensure a detailed accident form is complete.
- A head injury form will also be filled out and sent home
- Monitor the child thoroughly throughout the session for any changes in health.

Who to inform.

If the accident/incident requires any medical treatment

- Inform the care inspectorate immediately through eforms.
- Inform insurance company if applicable.
- Contact the community's team with the local authority for any further guidance or support.
- All accidents/incidents that are required to, are reported to the relevant authority (e.g., health and safety executive, environmental health, Care Inspectorate).
- All accidents/incidents involving the club's premises, materials or equipment must be reported to the Manager.
- All equipment used is designed to either prevent an accident/incident or designed to tackle these will be regularly maintained.

The above policy has been approved and hereby adopted by the IOOSCC Committee

Updated July 2025.