

# Health, Illness & Emergency Policy

Jimmy Grimboll's 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. Every member of staff employed at Jimmy Grimboll's carries a Basic First Aid Certificate and the Management Team are Paediatric First Aid Qualified. The Management Team are responsible for maintaining the correct contents of the First Aid box and administering basic First Aid when necessary and appropriate.

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 in the Health and Safety (First Aid) Regulations 1981. Also for trips out each group leader will carry a First Aid Bum bag.

## The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Crepe bandages
- A sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid box is in the Snack Room, on top of the food cupboard. The location of the First Aid Box and the names of the employees who are First Aid Qualified are clearly displayed on the Club's notice board.

Jimmy Grimboll's requests that parents/carers complete and sign the Emergency

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## Jimmy Grimboll's Venture Trails Ltd - Policies and Procedures



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**Medical Treatment Form before admission to the Club and that parents / carers have complete understanding that in the event that their child requires immediate medical treatment, the staff at Jimmy Grimboll's cannot consent for any medical treatment to take place. It is their own personal responsibility to consent for treatment and in the case that they cannot get to the hospital, they must organise someone else to go to the hospital.**

**In the occurrence of 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.**
- **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 will be called. The parent / carer will also be contacted. A member of staff will accompany the child to the hospital, but will not consent for any medical treatment being given.**
- **If the child does not need to go straight to the 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 and incidents will be recorded in detail and logged in the Accident Record Book or Incident 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 Supervisor and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies and procedures, and act accordingly, making suitable adjustments where necessary.**

**In the Event of a Minor Accident, Incident or Illness:**

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- 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.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision of the remainder of the session.
- At the end of the session the First Aider will fully inform the parents / carers of the incident or accident and treatment given.
- 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
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book or Incident Record Book and parents / carers should sign to acknowledge the incident and any action taken.
- The Leader and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weakness in the Club's policies or procedures, and make suitable adjustments if necessary.

### Medication:

Wherever possible, children who are prescribed medication should receive their doses at home.

The Management Team may only administer medication to the child if it prescribed by a GP, and if the request to do so is from the child's parent / 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 (see Medication policy for further details)

Staff have the right to decline such a request from a parent / carer if they are in anyway uncomfortable with this. The Club is likely to decline a request from parents / carers to administer medication where this involved technical

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knowledge or training.

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

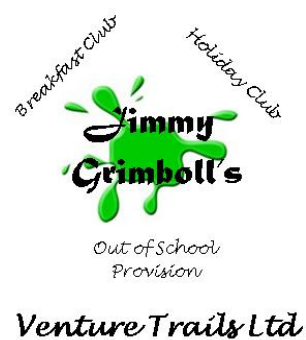
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Medication will never be given without the prior written request of the parent / carer and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information. A member of 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 an Administering Medication Form to acknowledge that the medication has been given.
- 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 Supervisor and the child's parent / carer will be notified, and the incident recorded in the Incident 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 it is stored safely in the top right hand box, in the storage section, in the Snack Room, until it is required. This is to minimise the possible loss of medication and to ensure the safety of other children.
- Inhalers will be stored in the top right hand box, for ease of access for all Asthmatic children. These children will be made aware of where the inhalers are kept but asked to keep it private to themselves in order to prevent other children from having access to the inhalers.
- Inhalers etc should always be labelled with the child's name

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- 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.
- Full details of all medication administered at the Club, along with all Administering Medication Forms, will be recorded and stored in the Incident Record Book.

### Sun Protection:

- The staff at Jimmy Grimboll's understand the dangers posed to children and themselves by over exposure to the sun. Children will 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 a member of the public
- Serious accident or illness

In such circumstances, the staff will ensure that all steps are taken to keep both the children and themselves safe. Steps will 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.

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