



## 20: Health, Illness and Emergency

**Jesters 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, Jesters recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

All staff have appropriate First Aid training. A designated member of staff has responsibility for maintaining the correct contents of all First Aid boxes and ensuring any appropriate updating of First Aid procedures is circulated to all staff.

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

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.

The box should contain:

- 1 x Guidance Leaflet
- 20 x Adhesive Plasters
- 2 x No 16 Eyepad
- 4 x Triangular Bandage
- 6 x Safety Pins
- 2 x Large HSE Dressing
- 6 x Med HSE Dressing
- 2 x Gloves (Pairs)
- 6 x Wipes
- 5 x Double Sided Non Adherent Dress 5 x 5cm
- 1 x Microporous Tape 1.25cm x 10m
- 1 x Blunt/Blunt Scissors
- 5 x Sterile Non Woven Swabs 10cm x 10cm
- 1 x Tubular Gauze 1m (Finger Size)
- 1 x Plastic Finger Applicator

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 (Sophie), or where this is not possible, the Club Manager or Director.

### **In the Event of a Major Accident, Incident or Illness**

Jesters requests that parents/carers complete and sign the Emergency Medical Treatment section of the application form, enabling the Director or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In the event 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 and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and sign.
- If the child does not need to go straight to 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 (from this point on, the provisions of the Jester's Infectious and Communicable Diseases policy will govern the child's return to Jesters).
- 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 Jesters and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Folder or the Accident Record Folder. 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 Jesters and its staff.
- The Director 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.

### **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 Jesters, 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 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.
- 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 Jester's Infectious and Communicable Diseases policy will govern the child's return to Jesters).
- 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 incident and any action taken.
- The Director and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in Jester's policies or procedures, and make suitable adjustments if necessary.

## **Medication**

- 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 Jesters, 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.
- Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. Jesters is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

### **The procedure for administering medication at Jesters is as follows:**

Medication will never be given without the prior written request of the parent/carer 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 in the Medication Record Folder 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 Director 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 unless parents/ carers have signed consent on the registration form.

Where children carry their own medication (asthma pumps or insulin for example), Jesters 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.

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

### **Sun Protection**

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

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 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 centre in an emergency**

In very exceptional circumstances, Jesters may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions
- 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.
- Emergency staff shortages

In such circumstances, the Director 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.

