



Accidents, Illnesses and Absences

Add+VENTURE Club will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We will take all practical steps to keep staff and children safe from communicable diseases. All parents and carers must complete a medical and data form when their child registers with Add+VENTURE Club which requests permission for emergency medical treatment for their child in the event of a serious accident or illness. We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate, which the **person responsible for the child** will be asked to sign when they collect the child. Add+VENTURE Club cannot allow any child to attend the wrap around care if they are ill. If a child is ill when they first arrive at the Club we will immediately notify the person responsible for the child to come and collect them. If we cannot get in contact with primary adults responsible for the child we will work through the contact list provided on the child's medical and data form. Any children who have been ill should not return to the wrap-around care until they have fully recovered, or until after the minimum exclusion period has expired depending on the case.

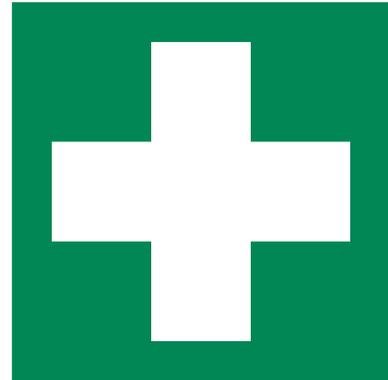
Absences

It is important that you notify us if your child is due to be absent from the club on a particular day so that we are aware of their absence. Please email us at spen@addventureclub.co.uk and you **MUST** still inform the school if your child is also going to be absent from school. If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.



First Aid

Our aim is that all staff will hold a current pediatric first aid certificate but if this is not possible (for example if we are waiting on a new member to attend a training course) there will ALWAYS be at least one qualified first aider at the club. Add+VENTURE Club has its own portable first aid kit which is easily accessible in the kitchen. The club managers regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations. The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current pediatric first aid certificate.



Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the person responsible for the child will be asked to collect the child as soon as possible. If that person cannot be contacted we will work through the contact list on the medical and data form until someone can be reached. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the person responsible will be notified when the child is collected. If the child is going to school after breakfast club, the class teacher will be informed and he/she will then monitor the child's wellbeing.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the person responsible for the child will be asked to collect the child as soon as possible. If this is during breakfast club, the class teacher will be informed.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for the person responsible for the child to arrive.



- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Registration and any Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident, the manager and staff will review the events and consider whether any changes need to be made to the Club's policies/procedures or provision.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a major injury on the premises (e.g. broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).