

ACCIDENT, PREVENTION AND RECORDING

St Mary's After-School Club aim to provide a safe and stimulating play area for children, and they are encouraged to participate safely in a wide range of activities. However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

- Ratio of 1 adult: 8 children will be strictly adhered to with at least one member of staff with current paediatric first aid training is on the premises at all times.
- At least 2 members of staff will be present at all times.
- All children are supervised by adults at all times and will always be within sight of an adult, with special attention paid to and constant supervision of Cookery activities/Physical activities.
- The After-School Club register will be completed each day.
- Staff will ensure that equipment purchased is sturdy, well made, and have a recognised safety marking.
- Equipment will be checked daily and broken/torn equipment will be disposed of immediately.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The layout and space ratio allows children and adults to move freely between activities.
- Spills will be mopped up immediately e.g. sand/water. Children and staff are reminded of the importance of this rule.
- A form will be completed for all children who are going on outings.
- Fire exit doors are kept clear at all times.
- Fire drills will be held monthly and details recorded in Fire Drill Book, which is inspected by Social Services.
- Staff will have First Aid Training that will be regularly updated.
- First Aid box stored in The Kitchen is checked regularly and if necessary, replenished.
- Dangerous materials will be stored in a locked cupboard and out of reach from children.

Accident/Incident records

- Emergency contact numbers are recorded in Registration Form/Register Book.
- We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be at the end of the session when we ask parents/carers to sign the 'accident/incident form' which is kept safely in the kitchen (this form was provided by Craigavon & Banbridge Community HSS Trust).
- We keep an accurate record of all accidents and incidents that occur both on and off the premise, it is reviewed at least half termly to identify any trends or recurring causes of injuries, Potential or actual hazards.
All staff and volunteers know where it is kept and how to complete it.
- Fire drills will be held monthly and details recorded in Fire Drill Book, which is inspected by Social Services.

All Accident records should contain:

- Name, address and D.O.B of child
- Date and time of incident
- Place of accident/incident
- Cause of accident/incident
- Nature of injury
- The action taken at the time, any action taken later and by who
- The circumstances of the accident, names of any adults and children involved and any witnesses (including contact details of the witnesses)
- The name and signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.