



Ultimate Kids Ltd

# Accident & Incident Policy

Last updated: 01/09/2022

## Definitions

Accident

- *"An event that happens by chance or that is without apparent or deliberate cause"*

Incident

- *"An event that had potential to result in injury or harm"*

## Purpose

- To report, record and investigate all work-related injuries, illnesses, accidents, dangerous occurrences and any other significant incidents
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- To provide a process for the monitoring of planned corrective actions to reduce the likelihood of incidents/accidents occurring.
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- This policy applies to employees, contractors, visitors, children on site, public

We aim to reduce the risk of accidents by:

- Identifying risks and making risk assessments
- The site(s) will be checked regularly and used appropriately
- Staff made aware of hazards before work. Staff relay relevant hazards and risks to children in their care
- Staff identify and report any risks. Encourage children to do the same
- Once the child is more settled, the parent/carer will be contacted and informed of the accident and if necessary, to ask you to return to care for your child/meet me at the hospital.
- A phone call to the parents or carers will always be made following a head injury.

## First aid

First aid kits will be checked and refilled on a monthly basis. Any missing items will be noted and replaced as soon as possible. If first aid is given it must be recorded on the accident report form.

There is always at least one first aider on site at all times. We aim to have all permanent staff trained in first aid as soon as possible. All accidents are recorded on a sheet, which includes details of the injury, treatment provided and a body map. A copy of the form is passed on to the parent/carer who collects their child. A record sheet containing number, name & date of all accidents/incidents is kept in the accident/incident file.

## Risk assessments

Hazards will be identified and provided with a risk rating along with existing measures and any further measures required. Risk assessment will be a reoccurring process.

Using standard forms provided risk assessments will be produced for the following :

- Venues, Sites & Facilities:
  - ◆ All venues and facilities where ultimate kids services take place will be initially assessed by the site manager. The lead Coach must be aware of all action required to minimise risk.
- All equipment used:
  - ◆ Equipment provided must be safe and suitable for children appropriate to age. Regular safety checks must be carried out before each activity and at the end or beginning of each season. Coaches will carry out pre-activity assessments which are recorded each day. These will consist of a check of the area to be used for hazards, a briefing to the children about all of the possible risks within the session and a brief assessment of the activity risks.

## Procedures

In the event of an accident/incident the following procedure will be carried out when handling the situation.

- The child will be reassured and calmed down by a member of staff
- An initial assessment of the injury will be made and followed up with the appropriate action
- If necessary, the first aid procedures will be carried out by a trained first aider
- When the child is settled. The parent/guardian may be contacted to inform them on the situation and if necessary asked to come and collect their child.

## In the case of a head injury

- Ensure the parent has been phoned to notify.
- Ensure the child is given an I bumped my head wristband.
- Monitor the child thoroughly throughout the day for any changes in health

## Attending to Accidents / Incidents to Children

All records of accidents, incidents and injuries will be stored together in a secure folder. Any treatment provided is recorded in an accident/incident report form.

- An accident/incident report is completed by a member of staff who witnessed the event
- The form must be written accurately and clearly
- In the event of an incident, both accident and incident reports must be completed. The name of any other child involved in an accident/incident report must remain confidential.

### The form must include:

- Date of accident/incident
- Time of accident/incident
- Name and signature of person who dealt with the accident/incident
- Description of accident/incident
- Description of care given
- Name of person who gave care (this must be a level 3 first aid qualified member of staff)
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness signature

