

## POLICIES AND PROCEDURES

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### Accident and Incident Procedure

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Cross Reference	Notifying OFSTED Policy

#### Purpose of this document

To ensure that all Aspired Futures (AF) staff, volunteers and sessional workers understand their responsibilities and action to be taken if an accident/incident occurs whilst a child/young person (CYP) is in AF care.

#### Details of Policy

If an accident/incident does occur the following procedures should be carried out:

- Reassure the CYP and explain what is happening and request for the nearest adult to find the Children and Young People Assessment and Inter-Agency Manager (CYP Manager), Service and Volunteer Manager (SV Manager) or designated First Aider.
- Assess the situation regarding first aid. If the injury requires immediate medical attention call 999 and explain the situation calmly and clearly, giving the exact location and building details.
- Administer any appropriate first aid following any instructions given over the phone by the emergency services.
- Inform another member of staff or volunteer about the task that is being undertaken so they can care for the other CYP keeping them calm and taking them away from the casualty if needed.
- If the emergency services are attending another member of staff should be assigned to wait at the front of the building for their arrival.
- The CYPs parents/carers should be contacted by the CYP Manager or SV Manager as soon as possible and arrangements made for them to meet their CYP and staff member at the Health Centre or Hospital.
- The CYP Manager or SV Manager should report to the main office to complete an Accident/Incident Report Form at the earliest opportunity (but must be on the same day) after the accident/incident is dealt with.
- If the injury is not serious enough to consult the Hospital or Health Centre an Accident/Incident Report form should still be completed and signed by the CYP Manager or SV Manager. A paper copy should be filed in the main office in the Accident, Incident folder and Pre-existing Injuries on Arrival folder and a copy will also be held on the individual CYP's electronic file.
- The CYP Manager or SV Manager would ensure they were on the transport taking the CYP home or would see their parent/carer at the end of the session and should ask the parent/carer to sign the form to ensure the parent/carer knows what has happened and what outcome has been reached around the care of their CYP.
- The CYP Manager or SV Manager would speak to the parents/carers to see how the CYP is the following day.

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- In the case of a CYP being sent to hospital after a serious accident or a death AF should follow the Notifying OFSTED policy and inform Blackpool Social Care Team on 01253 477299. This would also be reported to the AF Board of Trustees.
- If any CYP is sent to hospital, has a serious accident, or a death occurs on the premises the incident must be reported through RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). (Certain accidents/incidents have to be reported to the ICC (Incident Contact Centre) and can be done online. Telephone: 0845 300 9923.

AF holds 5 First Aid Kits

- Rainbow Room
- Main Kitchen (downstairs)
- Small Office Upstairs
- Mews Kitchen
- Travel Bag First Aid kit which is taken on any off site trips or activities.