

# Hemingford Grey Playgroup

## Policy: Injury

(Including accidents and critical incidents)

March 2017

### Introduction

This policy sets out the procedures that Hemingford Grey Playgroup will follow should a child or adult sustain an injury within the playgroup setting.

- We ensure that children and adults in Playgroup are safe, secure and well cared for and wherever possible protected from injury. When injury occurs we care for the affected child/adult according to the procedures outlined below. All staff are first aid trained and update their training regularly.
- We observe good hygiene practices and promote healthy lifestyles - healthy food and regular exercise.
- We use risk assessment to ensure that our premises and equipment are kept in a safe condition.
- We observe children carefully to prevent dangerous behaviour in play.

### Injury Procedure

Where children sustain an injury during the Playgroup session, Playgroup staff will assess his/her condition.

If the child is well enough to continue to enjoy his/her time at Playgroup, the injury will be treated (eg. cleaning a grazed knee, applying a cool pack to a bruised area, etc.) and parents/carers will be informed at the time of collection (using the accident/incident report book).

If the initial assessment suggests that the child's injury is more serious or there is a deterioration in an injury previously judged to be mild, parents/carers will be notified and asked to arrange prompt collection of the child. The child will be given care and attention as befits the nature of the injury until parents/carers arrive (if necessary, following the serious injury procedure). An incident/accident report will be completed for the parent/carer to sign.

Adults sustaining an injury in Playgroup will be cared for similarly. Relatives/friends will be notified, as necessary, to assist them in returning home. An incident/accident report will be completed.

### Serious Injury Procedure

In the event of a serious injury occurring in Playgroup, the following procedure would be put into place.

1. Assess the situation
2. Manager/person in charge allocates adults (staff and rota carers) to attend to the following tasks:

#### A - Calling for help

- Alert the ambulance service (dial 999)
- Contact parent/carer of the injured child, advising them of the situation
- Manager will have the child's Medical Emergency Form ready to hand to the paramedics on arrival
- Contact school to assist with emergency staff cover, if necessary

- Alert Playgroup chairperson or other committee member. Request adult cover for assistance, as necessary

**B - Care of the injured child (one or two adults as necessary).**

- Reassure and administer emergency first aid as appropriate
- Note time and details, including any witnesses
- Record changes in child's condition prior to arrival of ambulance personnel.

**C - Care of other children**

- Remove children to a part of the Playgroup/to a secure area away from the injured child and when appropriate return to Playgroup
- Reassure children as necessary
- Occupy children in a quiet, controlled activity

*The adult/child ratio for outings must ensure that there is adequate cover in the event of a serious injury occurring.*

3. In the event that the parent/carer of the injured child does not arrive in Playgroup/at the site the injury occurred before the emergency services:

- a member of staff will accompany the child to hospital, taking a copy of the child's registration document
- the child's parent/carer will be kept informed as far as possible

N.B. Playgroup staff will not act on behalf of the child's parents/carers, with regard to consent of treatment. If the child's parents/carers cannot be contacted, the hospital will take responsibility for treatment decisions.

4. Document the injury as accurately as possible - this to be done as soon as possible.

5. Outline information will be provided to parents/carers of the other children in order to reassure/comfort children who may be distressed while observing confidentiality regarding the affected person and details.

6. Ofsted will be informed.

The same procedure is to be followed if the injury affects an adult (member of staff, parent/carer or other volunteer).

This policy was reviewed at a meeting of Hemingford Grey Playgroup Committee held on 26<sup>th</sup> March 2014 and 27<sup>th</sup> March 2017

Signed by the Chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)