

4.8 Accidents and Incidents

1. Changes from last issue

2. Objective

The purpose of this policy is to ensure that when an accident or incident occurs, appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an occurrence which has resulted in an injury to one or more persons.

An incident is classed as an occurrence which has caused concern and is out with the normal day to day operation of camps.

3. Responsibility

- All leaders are responsible for checking the contents of first aid kit bags before each day of camp.
- Any missing or out of date stock should be reported to the centre's Duty Officer/ Facility Manager and replaced immediately.
- Each site will have a fully trained first aider on duty. The Duty Officer is the overall first aider for the programme, if required.
- The leaders are responsible for making sure that we have all the relevant emergency contact details and information when child is signed in at the start of the day.
- When an accident occurs, it is the responsibility of the first aider on duty to determine whether the injury can be dealt with on site or if medical assistance is required.
- Under no circumstance does a member of staff take the child to A and E using their own vehicle.

4. Minor Injuries

If the injury is minor and does not require and medical assistance, then the following measures are implemented.

- The first aider should treat the injury.
- The accident form should be completed by the first aider immediately after treatment. All leaders should carry blank forms with them along with the registers with emergency contact details.
- The form should then be handed over to the Duty Officer to record the accident on site.
- The leader must then complete a parent information sheet that must be handed to the parent on collection of the child.
- Any first aid supplies must be replaced at earliest convenience.
- Precautions where possible to protect the employee from the risk of infection, for example, the use of PPE will provided such as gloves and masks to prevent contact with blood and body fluids.

5. Serious Accidents or Injuries

If the injury is serious and hospital treatment is required then the following measures are implemented.

- The coaches/Leaders must call an ambulance using the mobile phone allocated to them. They must also call/radio the Duty Officer on shift to make them aware.
- If it is possible to remove the other children from the area then do so.
- The Leader then uses the emergency contact details to inform the parents.
- An accident form must be completed.
- The form is then given to the Duty Officer who records the accident on site.
- The Duty Officer informs the Outdoor Activity Officer or Team leader immediately

6. Incidents

All incidents should be recorded on an incident report form at the nearest convenience. All Incident report forms can be found on site. The completed form must be returned to the Duty Officer.

All Incidents will be investigated by the Duty Officer or Outdoor Activity Officer.