



Accident, Injury & First Aid Procedure

Responsible Officer	Managers
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Purpose

This procedure aims to ensure that children, young people and parents feel safe, secure and comfortable within our services in relation to Accident, Injury and First Aid. At Indigo we place the individual child's well-being and safety at the very core of our services.

Responsibilities

1. The Indigo Childcare Group has a duty of care to ensure that all persons are provided with a high level of protection during our hours of operation.
2. It is understood that there is a shared legal responsibility, commitment and accountability by all persons to implement our Service's Accident, Injury and First Aid Policy and Procedures.
3. To ensure that all children and young people receive the appropriate First Aid/ medical care if and when required.

Roles

1. The **role of the parent** is to:
 - a) Provide staff with appropriate information and updates regarding your child's health and wellbeing.
 - b) Inform staff if their child has had any accidents or injuries out with the service.
 - c) Support the Indigo Group's commitment to ensuring children and young people's safety.
 - d) Read any accident forms provided by staff and sign (if satisfied) to state you are happy with how the accident was handled.
 - e) If it is recommended by staff that you seek medical attention or advice, please consider doing so and keep staff updated with any developments as soon as possible.
2. The **role of the child/ young person** is to:
 - a) Co-operate with staff during periods of assessment and any First Aid requirements following an accident or injury (age appropriate).
 - b) Take into account their growing responsibilities in relation to their own safety.
 - c) Participate in risk management processes where appropriate.
3. The **role of the practitioner** is to:
 - a. Ensure that all children and young people receive appropriate First Aid when required.
 - b. Ensure that First Aid boxes are stocked and replenished in line with First Aid Box Checklist and ensure all items are within expiry date.
 - c. Carry out regular risk assessments to minimise the risk of accidents and injury for children and young people.
 - d. Ensure that in the event of an accident, injury or illness; consideration is taken of other children and young people present and where possible, those children and young people are guided to another area to reduce trauma, stress and to respect the privacy of those receiving First Aid.
 - e. To adhere to infection control policy when administering First Aid.
 - f. Wear protective clothing when appropriate.
 - g. Offer the child a drink and reassurance (when appropriate) following an accident and ensure they have access to a comfortable area to rest if required.
 - h. Ensure accident forms are completed with all necessary information and signed off immediately after the accident or as soon as reasonably possible. **In the event of a Head Injury, both an Accident form and a Head Injury Form must be completed.**
 - i. Ensure accident records are clear and concise and filed accordingly.

- j. Ensure the parent/ carer is aware of the accident and signs the accident form.
- k. If for any reason, the parent or carer has not been informed on collection of the child, a member of staff will telephone to pass on the relevant information of the accident and ask them to complete the necessary forms on return to the service.
- l. Update line manager in the child or young person requires professional medical attention (e.g. paramedics/ hospital).

4. The **role of the manager** is to:

- a. Ensure that national guidance in relation to health and safety is shared, implemented and followed.
- b. Provide staff and service users with the knowledge of the procedures in place.
- c. To ensure the health and safety of both children and staff when providing First Aid.
- d. Should anything compromise the child or young person's health and wellbeing, the manager should take the appropriate action that meets the needs of the child or young person and their best interests.
- e. Provide Paediatric First Aid training for all staff.
- f. Ensure that First Aid Kits are accessible and appropriate signage is in place to locate it's whereabouts.
- g. Ensure access to a telephone (either landline or mobile) during operational hours.
- h. Ensure that current emergency contact information is held for all children and young people and staff.
- i. Ensure Accident, Injury & First Aid procedures and supporting paperwork are highlighted to new staff.
- j. In the event of professional medical attention (e.g. paramedics/ hospital attendance), the relevant paperwork and update to Care Inspectorate will be completed within 24 hours of the accident.

Additional Safety Information and Guidance

Emergencies

1. The Indigo Group reserves the right to phone an ambulance when deemed an emergency or if the person is unable to moved but requires medical attention.
2. If appropriate, other transport to hospital can be arranged.
3. The emergency contact will be telephoned and the accident will be explained, the parent will be advised to either collect from the service and attend hospital, or meet staff at the hospital.

Completing Paperwork

When completing an accident report:

1. Record correct time & date
2. Ensure that all sections are completed fully.
3. Ensure that the information stated is accurate and direct, and explains actual occurrence of events.
4. Ensure it is signed by staff member involved, parent/carer (once informed of accident) and senior staff member.
5. Details of First Aid applies must be accurate and include all relevant information (e.g. cold compress applied for 10 minutes)
6. Signed copy handed to parent/carer and carbon copy filed onsite.

Additional Reading/Associated Documents

Useful Contact Numbers

NHS 24 111 (Available 24hrs per day)
Ambulance 999 (Available 24 hours per day)

Procedure Relates to:

Health & Social Care Standards: 1.4, 1.12, 1.20, 1.24, 2.23, 2.25, 3.17

Scottish Social Services Codes of Practice (Employers): 1.4. 2.1, 2.2, 2.4, 2.5, 2.6, 3.1, 4.8, 5.1

Scottish Social Services Codes of Practice (Employees): 3.8, 5.7, 6.1, 6.2, 6.3, 6.9

Legislation

UN Convention & Rights of the Child

<https://www.unicef.org/child-rights-convention/convention-text>

Getting it Right for Every Child (GIRFEC)

[Getting it right for every child \(GIRFEC\) - gov.scot \(www.gov.scot\)](http://www.gov.scot)

The Regulation of Care (Scotland) Act 2001

<http://www.careinfoscotland.scot/topics/your-rights/legislation-protecting-people-in-care/regulation-of-care-scotland-act-2001/>

Version	Date	Author	Replaces	Comment
1	Aug 17	Ashley Turner	N/A	
2	June 18	Steph Grant	V1	
3	Jan 22	Steph Grant	V2	