

First Aid & Accident Procedure & Sickness & Administering Medicine policy

In the event of an accident;

- Assess the situation so that the young person involved is as comfortable as possible, take them to the first aid area (accessible toilet) unless you think the young person should not be moved.
- Staff need to be aware of the other young people, so that the young person involved in the accident is undisturbed and safe.
- Always ask for assistance if you need it or feel uncomfortable or unsure.
- Comfort the young person and administer the necessary first aid.
- Once you feel the young person is ok and safe, fill out an accident and tracking form immediately.
- **Please ensure the form is filled out in as much detail as possible. If you need additional information ask the Senior Youth Worker or refer to the young person's registration form. Remember it is a confidential document and should be treated accordingly.**
- Inform the Senior Youth Worker who will sign it.
- **The accident form must not be left so it is accessible and visible to everyone. If the young person is under 18 it is your responsibility to talk to the parent/carer about the accident and get them to sign it too.**
- This form should be kept in the young person's file once it has been signed by all the necessary parties. It is your responsibility to file the form away after it has been signed.
- **All accidents no matter how minor you think they may be must be recorded on an accident form.**

In the event of a serious accident;

- Assess the situation so that the young person involved is as comfortable as possible, if you feel they should not be moved alert other staff who will dial 999 and the parent/carer if under 18.
- Stay with the young person until the emergency services arrive. Keep them calm, reassured and as comfortable as possible.
- Other staff will make sure the area is clear of young people.
- Try and remain calm, if you find the situation difficult do not hesitate to call for help without alarming or distressing the young person.
- When the emergency services arrive provide them with as much detail as possible about what happened. Refer to the young person's registration form for any other medical details. A member of staff will accompany the young person to the hospital unless their parent/carer arrives. Please keep the Senior Youth Worker informed of what is happening.
- An accident form must be completed as soon as possible and also recorded on the accident tracking form.

Sickness & Administering Medicine;

Tarner Community Project aims to promote the good health of all young people that we care for.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9QN



If a young person has been unwell they should not attend club. This is due to cross infection and the general health & safety of other young people and staff.

If a young person has a serious injury or illness we will follow our accident emergency procedure. We may also ring NHS DIRECT. For urgent medical concerns- 111 (has a confidential Interpreter service -please state what language you require when you get through) – Textphone service -18001 111 (for deaf/hard of hearing)

A young person who has been vomiting or has had diarrhoea cannot attend until 48 hours later.

Administering Medicine

Senior and First Aid qualified staff are responsible for administering medicine.

If a young person has a long term medical condition, is in pain or otherwise needs medication, it is vital that the parent/carer (if under 18) fully informs staff of all the relevant details.

Staff at Tarner Community Project are not qualified or trained to administer all medicine. First Aid training alone does not allow staff to administer medicine.

Generic medication such as an EpiPen procedure do not require staff to have specific training.

Young people can take pain medication or prescription drugs that they have brought with them.

Non prescription medication such as pain relief may not provided by staff. It is the responsibility of parents/carers/ the young people to provide this.

Local child protection services will be notified of any serious accident, illness, injury or death of a child/ young person.

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