



Flying Fish studio's Accident policy whilst at Sheffield Girls' School

The safety of your child is paramount and I will take every measure I can to protect your child whilst in my care.

I am trained in Paediatric First Aid and will carry a suitably stocked First Aid kit with me whilst at Sheffield Girls' School.

If a child has an accident whilst in my care, I will:

- Comfort and reassure the injured child, whilst ensuring that all the other children in my care are safe
- I will assess the extent of their injuries and will carry out the necessary first aid procedures
- I will inform the parent's/carer's of the child's injury

- If necessary, I will call 999 and will pass the duty of care to the paramedics
- If I have to take the child to hospital, I will call on a member of staff at Sheffield Girls' School to look after the remaining children. Or, it may be that a member of staff at Sheffield Girls' School takes the child to hospital and I look after the other children.
- If I accompany the injured child to hospital, I will contact their parents as soon as possible and request that they meet me at the hospital.

I know to contact 111, the NHS helpline, for advice if I am ever unsure. Through parents filling in the booking form, it is made clear that they thereby give consent for staff at *Flying Fish studio* to administer first aid if required. It is made clear to the parents that in the case of an emergency, and if their child requires immediate medical treatment before they can get to the hospital, they authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of their child on their behalf.

If I am not able to treat an injury but the injury does not warrant hospitalisation the parent/carer will be contacted and asked to collect their child. If a child continues to feel unwell or requests to go home, I will make the decision as to whether to contact their parent/carer and request collection of their child. Until the parent/carer arrives, the child will be kept under close supervision and kept as comfortable as possible.

All accidents are recorded in the studio's 'Accident Book'. You are informed on the day, or as soon as possible, if your child has sustained an injury whilst at *Flying Fish studio's* workshops. This is often done through providing the child with a copy of their accident record to take home. Alternatively, an email or text is sent, containing a scanned copy of the accident book report.

If a child arrives at my setting with a pre-existing injury such as a significant head bump, this is recorded on an 'Existing Injuries Record' form and signed by the parent/carer and myself.

I am committed to reviewing our policy and good practice annually.

Signed: 