Accident and Emergency Policy | Future Stars Coaching

1. Purpose

The purpose of this policy is to outline the procedures for responding to accidents and emergencies in a safe, efficient, and coordinated manner. This policy ensures that all staff, children, and parents are aware of the necessary actions to take in the event of an emergency.

2. Scope

This policy applies to all employees, contractors, volunteers, and individuals involved in the care and supervision of children during company-run activities, including sports sessions, childcare clubs, and any other company-organised events.

3. Key Roles and Responsibilities

- **Staff**: All staff members are responsible for being familiar with and following emergency procedures.
- **Designated First Aiders**: Senior Head Coaches are responsible for providing immediate first aid and ensuring all accidents are reported and logged.
- **Manager/Team Leaders**: Ensure the policy is followed and that all staff are trained on emergency protocols.
- **Parents/Guardians**: Must provide up-to-date emergency contact details and inform the company of any health issues that could affect the child's safety.

4. Types of Emergencies Covered

This policy addresses a wide range of potential emergencies, including but not limited to:

- Medical emergencies (e.g., injury, illness)
- Fire evacuation
- Environmental hazards (e.g., extreme weather)
- Child protection incidents
- Missing children incidents

5. Accident and Emergency Procedures

The following procedures must be followed in the event of an emergency:

5.1. Medical Emergency:

- **Step 1**: Assess the situation. Call for immediate help if needed.
- **Step 2**: If trained, administer first aid. If not, ensure that the designated first aider is called immediately.
- **Step 3**: If the injury or illness requires medical attention, contact emergency services and, if needed, arrange for transportation to the hospital.
- **Step 4**: Notify parents or guardians immediately, with urgent treatment taking priority

- **Step 5**: Complete all applicable fields of the accident/incident form, including parent-contact details, and obtain parent/carer acknowledgement and signature at collection.

5.2. Fire Evacuation:

- **Step 1**: Evacuate the building immediately using the nearest exit.
- **Step 2**: Follow the fire evacuation plan and head to the designated assembly point.
- **Step 3**: Ensure all children are accounted for and no one is left behind.
- **Step 4**: Call the fire services and report the situation.
- **Step 5**: Once the emergency is resolved, complete an evacuation report.

5.3. Missing Child:

- **Step 1**: Immediately initiate a search in the area where the child was last seen.
- **Step 2**: Inform the team leader and other staff members.
- **Step 3**: If the child is not found within a reasonable time frame, contact local authorities.
- **Step 4**: Notify the child's parents/guardians.
- **Step 5**: Complete a missing child report.

5.4 Child Protection Incidents:

- Child protection incidents (e.g. disclosures of abuse, concerns about a child's safety) will be managed in accordance with our Safeguarding Policy and escalated to the Designated Safeguarding Lead immediately.

5.5. Environmental Hazards (e.g., weather-related emergencies):

- **Step 1**: Ensure the safety of all children by moving them to a safe area, either indoors or to shelter.
- **Step 2**: Monitor the weather and stay updated on any warnings.
- **Step 3**: Communicate with parents if pick-up arrangements need to be adjusted due to the weather.
- **Step 4**: Follow up with an incident report.

6. Accident and Incident Reporting

- All accidents and emergencies, regardless of severity, must be documented immediately.
- **Step 1**: Complete an **Accident Report Form**, which includes details such as the date, time, description of the incident, action taken, parent contact, signature and follow-up requirements.
- **Step 2**: Submit the report to the manager or designated safeguarding lead within 24 hours of the incident.
- **Step 3**: Review the incident to identify any preventive measures or adjustments to safety procedures.
- **Step 4:** Serious incidents (e.g. fractures, loss of consciousness, or hospital treatment) will be reported to the HSE in line with RIDDOR regulations. Ofsted will also be notified within 14 days, in

line with statutory EYFS guidance. Managers are responsible for determining when this threshold is met and submitting a report as required.

7. First Aid and Medical Support

- A qualified first aider must be present during all activities involving children. At least one staff member with a current Paediatric First Aid qualification will be present at all times during childcare activities, in line with EYFS requirements.
- First aid kits will be accessible at all activity locations, and staff will know their locations.
- Staff are responsible for ensuring that medical information for each child is up-to-date and accessible in case of emergency.

8. Training and Drills

- All staff members will receive **Accident and Emergency** training during their induction and as part of their ongoing professional development.
- Regular emergency drills (e.g., fire evacuation, first aid) will be conducted to ensure all staff are prepared for emergencies.

9. Parent Communication

- Following every accident or injury involving a child, parents/guardians will be contacted immediately.
- Clear communication will be maintained to keep parents informed of the nature of the emergency and any steps taken to ensure their child's safety.
- Emergency contact details for each child must be updated regularly by parents.

10. Review and Continuous Improvement

- This policy will be reviewed annually or following a significant incident to ensure it remains relevant and effective by the Designated Safeguarding Lead or Senior Management Team.
- Feedback from staff, parents, and children will be considered in the review process to improve emergency responses.

Updated: Aug 26 **Review: Aug 27** **Reviewed by: Leanne Selman - DSL**