

Accidents, Incidents and Emergency including First Aid

Accidents can be very distressing for anyone involved so at Gilfach Goch Community Association (GGCA), we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the setting.

Accidents

Location of accident book: *Locked cabinet within the office.*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident Book and report it to the person in charge. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. The Individual concerned or parents/carers must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as possible or if it relates to a child, upon collection of their child
- Accident forms are checked monthly for patterns e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the person in charge
- The person in charge will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).
- The Accident book will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the person or parent(s)/carers as soon as possible whilst caring for the individual/child appropriately
- Where medical treatment is required the registered person/person in charge will also inform the insurance company in writing
- The registered person/person in charge will report any accidents of a serious nature to Care Inspectorate Wales (CIW) where necessary.

Emergency

Transporting to hospital procedure:

- If the injury is severe, call for an ambulance immediately. WE DO NOT attempt to transport the sick or injured person or child in our own vehicle
- Whilst waiting for the ambulance, we contact the next of kin/parent/carer and arrange to meet them at the hospital
- A senior member of staff must accompany a child and take any relevant paperwork with them also any medication and the child's comforter. A member of the management team must also be informed immediately
- Always remain calm. People especially children and vulnerable adults who witness an incident may well be affected by it and may need lots of reassurance.

First Aid

- **The first aid boxes are in:** the office clearly marked first aid. They are always accessible with appropriate content for use with adults, children and young people
- *The appointed person responsible for first aid is* Debbie Page Evans and Richard Walters
- Most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.
- All first aid trained staff are listed in the organisation. When children are taken on an outing away from our setting, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who always carries an appropriate first aid box.

Personal protective equipment (PPE)

PPE is available for staff where required for example, staff must wear PPE to protect themselves and the individual sick and/or injured during first aid tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks such as cleaning. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

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Dealing with blood

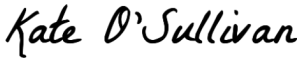

- Staff always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.
- Staff wear disposable gloves and wipe up any blood spillage with disposable cloths and neat sterilising fluid (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.
- Staff will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

GGCA treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice, and which shall be in line with current health and safety legislation.

This policy was adopted on 15.05.2025 and will be reviewed on or before 15.05.2026

Name and Role	Signed	Date
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Olive Frances Vice Chair of Trustees		25 / 05 / 2025

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