

Cool Kidz Club



Accident and Emergency Form Procedure Policy

Cool Kidz Club Brynford

Accident and Emergency Policy

At Cool Kidz Club Brynford, the health and safety of every child in our care is our highest priority. This policy outlines the procedures we follow in the event of an accident or emergency.

1. **Child Welfare**

The welfare of all children is paramount. The Senior Play Worker and all employed Play Workers have a duty of care to always safeguard children.

2. **Accident Prevention**

Preventing accidents is a key priority. The After School Club's Safety Policy is always followed to minimise risk and ensure a safe environment.

3. **Parental Consent**

As part of the enrolment process, parents/guardians must sign a **Consent to Emergency Treatment** form. This provides permission for the procedures outlined in this policy to be followed and for any necessary emergency treatment to be administered.

If a child has a specific medical condition or care requirement, the parent/guardian must outline the preferred procedures and discuss them with the Senior Play Worker.

4. **First Aid**

All senior staff have successfully completed a certified First Aid course and are qualified to provide basic First Aid.

5. **Informing Parents/Guardians**

If an accident occurs, the parent/guardian will be informed as soon as possible and may be asked to collect the child.

6. **Medical Emergencies**

In serious cases, a staff member may accompany the child to a General Practitioner (GP) or hospital. The parent/guardian will be contacted immediately and asked to meet the child and staff member there.

A standby staff member or volunteer will be called in to maintain adequate staff coverage at the club.

7. **Accident and Incident Reporting**

All accidents or incidents involving children or staff are recorded in the **Incident Book** at the earliest opportunity. Parents/guardians will be asked to sign the record where appropriate. In the event of a serious accident, **Care Inspectorate Wales (CIW)** and the Club's insurance provider will be notified promptly.

8. **Child Information Accessibility**

The Senior Play Worker is responsible for ensuring all relevant documentation related to each child is up to date and easily accessible in case of emergency.

Consent to Emergency Treatment

Please complete this form to confirm your understanding of and agreement with our Emergency Treatment Policy.

Child's Name:

Date of Birth:

GP Name and Address:

GP Telephone Number:

Please select one of the following options (delete as appropriate):

- I have read, understood, and agree to the Emergency Treatment Policy outlined above. I give permission for the Senior Play Worker to initiate treatment for my child as described in the policy.
- I have read and understood the Emergency Treatment Policy but would prefer the following procedure to be followed in the event of an emergency involving my child:

Signature of Parent/Guardian:

Name of Parent/Guardian (please print):

Date:

About Cool Kidz Club

Cool Kidz Club is a **registered childcare setting** with **CIW (Care Inspectorate Wales)**. We operate as a **non-profit charity (No. 1188330)** and are governed by a **Voluntary Committee of Trustees**.