**Accident, Incident and Infection Control**

The Club@Midmill are committed to ensuring that children attending the club do so in a safe environment that is in line with all relevant legislation.

To this end the club’s staff will ensure that:

* The club has a Health and Safety Policy that involves the use of regular risk assessment and regular maintenance of premises and equipment.
* The club’s management and appropriate staff are knowledgeable about all relevant health and safety legislation and their responsibilities in law.
* There will be at least one staff member on duty at all times who has had First Aid training.

## An Accident and Incident Recording folder is available each time the club is operational.

## All accidents/incidents involving children/young people/staff/anyone within the club’s premises are recorded.

## All accidents/incidents involving children are reported to the Club Manager - parents/carers both verbally and offered in written format and recorded on an incident form.

## All accidents/incidents to staff and others that require to be reported to another authority are duly reported.

## Any injuries to a person involving the club’s premises, materials or equipment must be reported to the Club Manager.

## All equipment designed to either prevent an accident/incident or designed to tackle an accident/incident will be regularly maintained.

## The club’s no smoking policy is adhered to at all times.

**These are the precautions that should be taken to minimise any risk or infection through the use of good hygiene practices:**

* Wash hands with soap & water/antibacterial foam on arrival
* When starting a new activity
* Before handling food
* After the children have used the toilet
* After contact with any kind of bodily fluid
* Always cover cuts and open sores with plaster or dressing
* If a child has an accident which results in bleeding, normal first aid procedures should be followed:

Put on a disposable apron and disposable gloves

Wash the wound with water

Apply a suitable dressing

## Blood stained tissues or paper must be wrapped in a plastic bag before placing in the outside refuse bin.

## Wash blood splashes off skin with hot water or out of eyes or mouth with water.

## Always wear disposable apron and disposable gloves where there is a risk of contact with blood or body fluids e.g. urine, faeces or vomit.

* When wiping up spills of blood, vomit, faeces or urine gently pour ordinary domestic bleach/bactericidal detergent diluted with water over the spill and cover with paper towels, which should then be disposed of in a plastic bag and placed outside in the waste bin. The outside bin bag should be securely tied before collection.
* Clothes stained with blood should be placed in a bag, sealed and given to parent/carer
* Items should be washed in hot water with detergent or placed in a washing machine hot water cycle.
* Any item that cannot be cleaned as above should be wiped clean and disinfected.
* All forms of accidents and incidents must be recorded and reported in the accident book and if necessary, appropriate medical advice sought.
* To minimize risks of infection and in the interest of Health & Hygiene parents are advised not to bring their child to the Club if they are unwell. Staff must be made aware by parents when the last bout of illness occurred to avoid cross infection.

**These are a list of common childhood illnesses for reference.**

**Conjunctivitis**

* Unless a doctor can give the club confirmation that the conjunctivitis is of the viral form (non-infectious) we will treat as being infectious, and exclude the child from the Club until the infection has cleared completely.

**Diarrhoea**

* This can be very infectious and the child must stay off a minimum of 48 hours after the last attack to prevent infection spreading to others in the Club.

**Sickness**

* The child must stay off for a minimum of 48 hours after the last attack to prevent the infection spreading to others in the Club.

**Chickenpox**

* When the spots have dried up and the child is generally feeling better they may return to the next session of the club.

**Rashes**

* Any suspicious rashes will need medical confirmation before readmission to the Club.

**Worms**

* Exclusion from the Club until the infection has been treated.

**Hand Foot and Mouth**

* Exclusion from the Club until the infection has cleared completely.