

St. Bernard's Extra

"Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP

Tel 01772 728153

Ofsted 119449



ACCIDENT & ILLNESS POLICY

A first aid box is always kept by the club leader

- If your child has been involved in any accident this will be recorded in the accident book
- Staff members are trained in basic first aid procedures
- The club leader will contact the person names on data form if your child is taken ill during the session so that arrangements can be made for collecting your child
- In the event of an accident needing hospital attention, the emergency contact will be notified immediately

If a child becomes unwell during the club hours then the nominated contacts will be notified & asked to come & collect their child.

- In the event of an accident / emergency the situation will be assessed & if needed appropriate first aid will be given. If the first aider treated the casualty successfully and resolved the situation and the accident was not of a serious nature then the accident book would be completed & parents informed on collection of their child.
- If the accident / emergency was more serious or the first aid has not worked successfully & other agencies need to be involved then the parents / contacts would be informed & the child collected as soon as possible.
- In the case of a more serious accident / emergency then first all first aid would be given to sustain life whilst another member of staff call 999. When this call has been made then parents / carers will be contacted & appropriate arrangements made.
- The accident books will always be completed to record any accidents

If the accident / emergency requires reporting to RIDDOR this will be completed by Headteacher / Director.

November 2025