

## **SHARP Accident Procedure**

1. The Manager, Coordinators and all Supervisors are required to hold a current first aid certificate. Copies will be kept in personal files
2. A first aid kit will be present in all programmes and out of reach of children. The Supervisor will take a first aid kit with them whenever their programme is 'off site'.
3. First Aid kits will be checked and updated once every term for Holiday Programmes and once a week for After School Programmes.
4. Staff will attend to injuries following normal first aid procedures.
5. Gloves will be worn if body fluids are involved, which are located in all first aid kits.
6. All injuries (involving children or staff) will be recorded in the accident/ medical file (see Appendix 2) which are located in each programme and signed by the person who applied the first aid. Each record must include the following details:
  - Child's / Leaders name
  - Where and how the injury occurred
  - Nature of injury
  - What first aid was given?
  - When was the Parent/ Caregiver notified?
  - Signature of the first-aider
  - Signature of the Parent/Caregiver
7. Parents/ Caregivers of children will be notified of minor injuries when they arrive to collect their children. If a child/ leader is seriously injured, or receives any injury to the head the Parents/ Caregiver's will be notified as soon as possible. If the Parent/ Caregiver are unavailable the emergency contact person will be contacted. Emergency services will be contacted if necessary.
9. Permission is requested on the enrolment form for staff to seek medical aid for the child in an emergency.