



Accidents, Illness and Emergencies Policy

It is our responsibility at the Copper Academy to promote the health and well-being of the children/young adult's, to prevent the spread of infection and take appropriate action when the child/young adult become unwell or injured. The academy will endeavour to provide a safe environment for the child/young adult to minimise the risk of accidents and emergencies arising. However, if an incident does occur, the academy will take the appropriate action to deal with the situation by administering first aid where necessary and following the personal emergency plan. Parents will always be informed of any accidents, illnesses or emergencies whilst their child/young adult is at the academy, and the relevant authorities will also be informed where necessary.

Accidents, Illness and Emergencies Procedure

On admission to The Copper Academy, parents will be asked to share information regarding their child's/young adult's health, including any long term medical conditions and any medicines the child/young adult needs to take. They will also be asked to give emergency contact details and we will request parents' permission to seek emergency medical advice and/or treatment should it be necessary.

Any medication provided by parents must be prescribed by a doctor or other health professional, and written parental consent must be given to administer the medication, if help is required. Parents must provide information about the dose required, when it is to be given and how it should be stored. All medicines will be stored according to the instructions given, out of the reach of children. I will keep a record of all medication administered.

If a child/young adult requires medicines which require technical / medical knowledge to administer, I will seek training from a qualified health professional in order to do this correctly (e.g. Epipen training)

If a child/young adult becomes unwell whilst at the academy, we will aim to make them safe and comfortable, giving appropriate treatment to promote their recovery.

We will contact the parents as soon as possible and request that they collect the child/young adult. In cases where the child/young adult becomes seriously ill before the parent arrives to collect them, we will seek emergency medical attention and inform parents that we have done this.

If a child/young adult is diagnosed as suffering from an infectious disease (e.g. COVID), we will also inform the parents of all other children/young adults attending the setting. In cases where the illness / disease is identified as notifiable within the Public Health (Infectious Diseases) Regulations 1988, I will also inform Ofsted and Public Health England, acting on any advice I am given.

PHE South West Centre Health Protection Team - [0300 303 8162 opt 1 then opt 1](tel:03003038162)

Where there is a confirmed (or suspected) case of COVID-19, I will use the dedicated helpline to confirm what action is needed based on the latest public health advice.

Department for Education Helpline – 0800 0468687 option 1

In order to prevent the spread of infection, exclusions will apply for all infectious diseases. The academy will adopt the guidance given by Public Health England, for exclusion periods relating to specific illnesses / diseases (see annex A). In the case of COVID-19, the academy will follow the latest guidance on infection control, including the enforcement of self-isolation periods & engagement with track and trace.

The Copper Academy will implement good hygiene practices to minimise the spread of infection, including regular hand washing, wearing protective clothing, thorough cleaning of the environment and appropriate disposal of waste products.

If an accident occurs at The Copper Academy, we will take the appropriate action to deal with the situation. We will remain calm and assess the situation, minimising any further risk and identifying any injuries sustained. We will ensure that we always hold a current first aid certificate and have a first aid box with all the appropriate contents. In cases where a child/young adult has sustained a minor injury, we will apply appropriate first aid treatment.

The academy will record the details of all accidents and treatment given, in the accident book and make parents aware of this when they come to collect the child. Only the parents of the child concerned will be given this information. Where two or more children/young adults are involved in an incident, we will protect the identities of the other children/young adults concerned.

In an emergency situation, The Copper Academy will follow its emergency plan:-

1. Remain calm and assess the situation.

2. Deal with injuries in order to achieve the 3 Ps:
 - P**reserve life
 - P**revent deterioration
 - P**romote recovery

3. Ensure injuries are attended to in order of priority by following the 4 Bs:
 - B**reathing
 - B**leeding
 - B**reaks
 - B**urns

4. Ensure the safety of all other children/young adults in the academy, removing them from the immediate area if possible and calling for assistance.

5. In cases where a serious injury has been sustained, call for an ambulance.

6. Contact the parents to let them know what has happened and agree what action will be taken next.

If an emergency occurs which requires The Copper Academy to be evacuated, we will follow our evacuation plan:-

1. Remain calm and sound the alarm to signal to the children/young adults that we need to leave the building.

2. Collect the register (and visitors book if required), mobile phone (containing emergency contact numbers) and keys.

3. Calmly lead the children/young adults to the nearest fire exit and out of the building.

4. Proceed to the appropriate assembly point (either the rear gate or parking area at the front of the house) and check the register to ensure everyone is present.

5. Call the emergency services and wait for their arrival.

6. Reassure the children/young adults and try to make them comfortable

7. Contact the parents to inform them of what has happened and arrange for the collection of the children/young adults.

In the event of any serious accident, illness, injury to, or death of, a child/young adult at The Copper Academy, we will notify Ofsted at the earliest opportunity (within 14 days of the incident occurring), giving details of the incident and any action taken. The academy will also notify the local child protection agencies and act on any advice we are given. If the incident is notifiable under RIDDOR Regulations (1995), I will report it to the Health and Safety Executive within the appropriate time frame.

Written by – Emma Hosie

Written – June 2020

Next Review – June 2021