

Medicines & First Aid - Uncollected child – Lost child policies

Medicines, illnesses and injuries

We will not administer medication to a child in any setting – parents/carers can enter the setting to administer any medication that needs to be taken regularly

Medicines such as inhalers and epipens will not be administered by the coach other than in an emergency
For children administering their own medication – it must be clearly labelled and include information regarding the child's specific needs. It should be given to the coach to store in a locked cupboard and recorded on the register/their record

If a child becomes ill whilst in our care we will contact the primary contact to collect the child. If the primary contact is not available then we will use the next available contact on the child's record. We will continue to monitor the child and make as comfortable as possible until the responsible adult collects the child.

Every venue or setting has a first aid box containing everything required to appropriately treat the children. They are replenished when needed and are checked regularly.

A record of all accidents and first aid treatment given to every child is kept.

Parents must be informed of any accidents and first aid treatment given whilst in our care at the first available opportunity.

Accident Reporting

All serious accidents that occur during a holiday class or activity should be recorded on an i2c incident/accident form and the details forwarded immediately or as soon as possible to the Area Manager.

All minor accidents should be recorded in the club's first aid book.

Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, the Area Manager should be informed immediately to ensure correct practice.

First Aid

All i2c coaches will have emergency first aid qualifications renewed every 3 years.

PROCEDURES In case of concern about the health of an individual the following precautions should be followed:

1. The child is initially assessed by the coach
2. The injury/ concern is checked and an assessment made of the level of treatment needed
3. An accident report form is completed and record kept on file.

Food and Drink/Allergies

Children are required to bring their own snacks/lunch/ drinks to camps and coaching sessions

We are especially vigilant where we have a child in our setting that has a nut allergy

Children are not encouraged to share and swap food at lunch time.

We require coaches to be sensitive around a child's dietary requirements

Fresh drinking water will be available for the children throughout the day - we do recommend that your child brings their own drinks bottle that is clearly labelled with their name. When your child attends our activities, you are asked to provide a note of any special requirements. The information will be shared with coaches in the setting to ensure that every measure is taken to ensure the safety of every child regarding allergies and dietary needs.

Uncollected Child

In the event that a child is not collected, by an authorised adult at the end of a session, i2c will ensure the child is cared for safely by an experienced and qualified coach who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. It is the parents' responsibility to inform i2c if they will be late collecting their children. If a child is not collected at the end of a session, and the parent or carer has not notified us that they will be delayed, we will implement the following procedures:

- After the advertised finish time of the camp/session the coach will contact the parents.

- If there is no response from the parent or carer, messages will be left requesting that they contact the coach immediately.

The coach will then try to contact the emergency contacts listed on the child's record.

- When the parent or carer arrives they will be reminded that they must call the coach to notify us if they are delayed, and that penalty fees could be charged. If a parent/carer is held up by unforeseen events and they are unable to pick the child up by the end of the session they must try and contact the coach to explain the reason and advise of the collection time or alternatively, advise of another person collecting and set a password. If no contact is made the coach will phone the contact numbers provided on the record. If there is no reply the coach will phone the Emergency Contact numbers.

A message will be left for the Parent or Carer advising them of the action that has been taken. A full written report of the incident will be recorded

Over 30 minutes late

- If coaches have been unable to contact the child's parents or carers after 30 minutes, they will contact the Area Manager.
- The Area Manager will contact the Social Care team for advice on how to proceed
- The child will remain in the care of the coach, on the club premises, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the club premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (e.g. into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Charging Uncollected Children - For every 15 minutes a child is uncollected after their pre-booked collection time a £2 charge will be incurred

Lost Child

At i2c sessions a child's safety is maintained as the highest priority at all times

Every attempt is made through carrying out arrival/collection procedures to ensure the security of the child is maintained at all times. In the unlikely event of a child going missing the lost child procedure is followed.

- A Lost child is defined as a child who has arrived and been registered at the club but has since gone missing. As soon as it has been noticed that a child is missing the Area Manager will be notified whilst the coach endeavours to find out where the child was last seen. The coach will carry out a thorough search of the premises. If the child is still unaccounted for, the coach will group the children together and call the register to make sure no other child has gone astray.
- If the child isn't found the parent or carers will be contacted and alerted to the situation. With their agreement, the Police will be called and the child will be reported as missing. The search will continue until advised by the police to stop. If the parents or carers can't be contacted, the Area Manager will contact the Emergency number supplied. If they can't be contacted the police will be called straight away and the child will be reported as missing.