**Accident and Incident Policy**

Any accident and/or incidents at All About Me performance club will be dealt with promptly and effectively whilst your son/daughter is in our care, taking all practical measures to keep staff and our young people safe.

In turn, parents/guardians must provide the name of their son/daughters doctor, surgery address and details of any medications and allergies provided on the enrolment form. This information can then be shared with emergency services should the need ever arise.

We will record any accidents or incidents, together with any treatment given, in our Incident Record book, which the parent/carer will be asked to sign when they collect their son/daughter.

All About Me cannot accept a young person who is ill on arrival or has sickness and diarrhoea. If this is found to be the case, we will notify parents/carers to come and collect them immediately.

The club’s designated First Aider is Nicki Yucel who has a current Emergency First Aid certificate (Feb 2020-Feb 2023).

The First Aid box will be checked for contents to ensure they are up to date, appropriate and comply with the Health and Safety (First Aid) Regulations 1981. The first aider will decide upon the appropriate action to take if a young person becomes ill or suffers a minor injury. If a young person complains of illness, which does not impair their overall wellbeing, the young person will be monitored and the parent/carer notified on collection. If a young person suffers a minor injury, first aid will be administered, and the young person will be monitored for the remainder of the session. If necessary, the young person’s parent will be asked to collect them as soon as possible.

The procedure in the event of a young person becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the young person needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive. If the young person needs to go straight to hospital, an ambulance will be called and a member of staff will go to the hospital with the young person.

The staff member will take the young person’s signed enrolment/terms & condition form with them to show consent for any necessary treatment. We will contact the young person’s parents/carers immediately. If there is a major incident, the First Aider/Director of club and staff will review the events to consider whether any changes need to be made to the Club’s policies or procedures.

Parents will be notified upon collection and asked to sign the Incident/Accident book.