



HEALTH & SAFETY POLICY

The Ealing Trailfinders Foundation & Community Department

The health and safety policy is intended to demonstrate The Ealing Trailfinders Foundation & Community Department ' (ETFCD) commitment to the health, safety and welfare to its employees and anyone who may be affected by its business undertakings, including children and carers. The policy details responsibilities for health and safety management and the arrangements for ensuring we meet our legal duties. By following the requirements of the policy ETFCD will ensure legal compliance and work towards the prevention of accidents, assaults and incidents.

COVID 19 POLICY

A Covid 19 Policy has been implemented to ensure all activities led by ETFCD are meeting the latest government guidelines.

GENERAL HYGIENE

- ETFCD demands high standards of cleanliness. Each session location is checked for cleanliness prior to children attending.
- Children are encouraged to tidy up after they have finished using equipment.
- Where possible, separate eating tables/areas are used (for Holiday Camps).
- Children are encouraged to wash their hands after going to the toilet and before eating (for Holiday Camps).

ACCIDENTS

Suitable first aid equipment is available within each session location. Trained and competent first aiders are also available. The contents of the first aid kits are checked regularly, and staff are trained on all aspects of health and hygiene as part of their induction to ETFCD.



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- There will always be at least one trained first aider at each session at all times.
- Accidents are always reported to the Head of Community and a copy of the completed and signed accident form is held at Head Office.
- All accidents/incidents are recorded electronically, on accident forms with the nature of injury and action taken recorded.
- Parents are always informed of the treatment their child was given
- Any major accidents/injuries are dealt with accordingly and the parents contacted immediately.

ACCIDENT PROCEDURE

- Any accident that requires treatment must be recorded on the Accident Form, in line with the company Health and Safety Policy.
- Any serious or incapacitating injuries to children must be dealt with in the following way:
 1. A member of staff is to stay with the injured child.
 2. A responsible person should be sent to get the medical officer or person in charge of the First-Aid kit.
 3. Apply emergency First-Aid only if necessary (Parents must sign declaration forms stating 'I consent for my child to be administered emergency medical treatment if required').
 4. Keep injured child comfortable and warm.
 5. Stop all activities if necessary and calm all other members of the group.
 6. When professionals arrive, assist as required.
 7. Parents/Carers should be notified.
 8. In the absence of a parent/carer a senior member of staff must accompany any child to hospital in an ambulance. Under **no** circumstances should children be driven to hospital by members of staff.



RISK ASSESSMENTS

- Risk Assessments have been carried out for locations/sessions.
- Copies of Risk Assessments are available from the Head of Community.

MEDICAL HISTORY & MEDICATION

- Parents should inform ETFCD of all medical history or any medical condition which may develop during the duration of the session.
- All staff will be made aware of all relevant medical history and conditions before children attend their session.
- If a child requires medication to be administered, parents / carers will be requested to administer the medication themselves and will be allowed to attend the session.
- If a parent wishes to make a request for medication to be administered by a member of staff, this must be discussed with the Head of Community who reserves the right to refuse to administer medication. If agreed by the Head of Community, a formal written request must be made. This should detail the name of the child, the name of the medicine, the dose and form of the medicine, full administration instructions, and the reason for the administration and the duration of the course of medicine.
- Each medicine should be properly labelled and supplied by a pharmacist, which must be in original containers and have the original prescription label.
- Correct storage of the medicine will also be noted on the medication consent form.
- In the case of asthma a spare inhaler or spacer should be provided.
- Parents are requested to label and provide a written consent regarding all medication including Epi-pen.



ILLNESS

We request that parents/carers do not bring their child to a ETFCD session if they are unwell, or seemed unwell the night before.

If a child had/has Diarrhoea, sickness, worms, head lice or any contagious condition, they must have completely recovered for at least 48 hours before they can attend a session. For the health and safety of the staff and other children ETFCD staff may refuse admission to a child who they feel is not well enough.

Should a child become sick/ill whilst attending a ETFCD session, the parent/carer or other named contact will be notified and expected to collect their child as soon as is practicably possible.

INFECTIOUS DISEASES INCUBATION PERIOD

If a child has had an infectious disease or condition parents are requested to inform a member of staff so that other parents can be notified. The Head of Community has a duty to report any notifiable diseases to the local Health Authority.

NOTIFIABLE DISEASES

- Measles
- Meningitis
- Swine Flu
- Meningococcal Septicaemia
- Mumps



- Rubella
- Scarlet Fever
- Whooping Cough
- Malaria
- Polio

ASTHMA- GUIDANCE FOR THE CARE OF CHILDREN

Asthma is a common cause of ill health among young children. Asthmatic children vary in the extent to which they are affected by their illness and most cases are mild and easily controlled. The majority of children are able to participate fully in the range of sessions we offer. ETFCD must check that each child has brought their inhaler with them. Parents that have forgotten are politely requested to bring in the inhaler before the child joins the session.

Allergen, emotion, exercise or infection may induce an asthma attack, but children, in particular, older children, are often able to predict their attacks. In some cases, attacks may occur more suddenly and if a child seems to be breathless, this same advice applies. Symptoms, before an attack, include pallor, lethargy, cough and a running nose. At this stage, a child should not be left unattended and must remain in full view of a staff member. The child should not take part in any part of the session when in this state.

During an attack, the child's bronchial airways become narrowed and the child wheezes and may become breathless and distressed. He/she must be placed in a sitting position or another semi upright position. If pillows or cushions are used in this instance, they should be made of synthetic material and not feathers. When in the correct position the child may be treated with their own prescribed drug which makes breathing easier: this may take the form of an inhaler. It



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is important that those looking after the child maintain a calming reassuring manner.

Attacks vary in severity but if there is no improvement in 2-3 minutes arrangements must be made for an ambulance to take the child to a hospital. Parents/Carers will be informed immediately. Any action taken by the staff member will be written on the accident form with the time and date noted.

FOOD AND DRINK

ETFCD always ensure that drinking water is readily available at all times and regular drinks breaks are incorporated into all sessions.

All information regarding allergies is recorded upon child registration and the ETFCD Coach ensures all staff are made aware of any allergies and the procedure should a child have a reaction.

SMOKING

Staff are informed at the beginning of each training session about the non-smoking policy; they should not be smoking inside the building at any entrances; in view of the children or in any outdoor play area or car park or in uniform.

ALCOHOL/OTHER SUBSTANCES

It is ETFCD policy that all staff members and any person involved with or working directly with the children not be under the influence of alcohol or any other substance which may affect their ability to work with children.



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Any ETFCD staff member found to be working under the influence of such substances will be immediately suspended and disciplinary action undertaken. This may lead to a termination of their contract.

EMERGENCY MANAGEMENT

- Emergency and Crisis Procedures are in place in each session location.
- All staff have been trained on emergency and crisis management, this includes fire evacuation procedures.
- Evacuations will be carried out in line with location-specific evacuation procedures; copies of such are available at Head Office.