



ACCIDENT POLICY

Document Details

Version 1

Date Issued October 2013

18/08/2013

A handwritten signature in black ink, appearing to be "M. Hall", is written over a light blue textured background.

SIGNED

Date

Scheduled Review July 2015

Spectrum Days, Droitwich Youth House, Old Coach Road, Droitwich Spa, Worcestershire
Tel: 07972704378 email: spectrumdayscic@gmail.com web site: www.spectrumdays.co.uk
Charity Number 1151711



The staff at the Spectrum Days are committed to providing a safe and secure environment. Every practical measure is made to ensure the wellbeing of the members. Please see the Health and Safety Policy and procedures (staff handbook) for further details.

- When a member has an accident at the Centre every effort will be made to contact the parents or carers.
- For accidents of a serious nature, involving hospital treatment, all attempts will be made by Days to contact the parents/carers but failing this, Days are hereby authorised to act on behalf of parents/carers and authorise necessary treatment as agreed to in the Days contract, signed at the point of admission.
- With a signed Administration of unlicensed Medicine Consent Form, Days staff can give liquid paracetamol for control of pain relief. Days will contact parents/carers if it is felt that this is required. If contact is not possible a decision based on the needs of the member will be made.
- Days may require parents/carers to withdraw their son/daughter, in the event that they require special medical care or attention.
- An accident book is available which must be filled in if any member or member of staff sustains an injury whilst on the premises. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.