



<b>Name of policy</b>	Accident and Injury Policy
<b>Policy owner</b>	Justine Schneider
<b>Agreed date of implementation</b>	May 1, 2021
<b>Next review date</b>	May, 2024

## 1. PURPOSE

This policy is to ensure that, when an accident occurs at **The Studio**, the appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

It is the responsibility of all colleagues at **The Studio** to ensure that accidents and injuries are dealt with in a timely and professional manner. It is the responsibility of the Operations Manager to ensure that colleagues have knowledge of first aid and that there is at least one first aid trained colleague who has a valid first aid certificate on duty at all times. It is the responsibility of the colleague who has administered the first aid to write the accident report and ensure that it is signed by the carer of the client involved.

All colleagues have a responsibility to ensure that the Operations Manager is informed when items from the first aid box are used for it to be replenished.

## 2. THE POLICY IN PRACTICE

When creating the duty rota, the Operations Manager will aim to ensure that there is at least one colleague on duty who has a valid first aid certificate. A sign will be displayed on the large general notice board which states who the first aider on duty is and where the first aid box is situated.

(There are two first aid boxes on site, one is located on the wall next to the kitchen door and one is located in the kitchen top right cupboard.)

The Operations Manager is responsible for making sure that all medical information and emergency contact details on the client's assessment forms are up to date and accurate.

The Operations Manager is responsible for checking the first aid box each month to ensure that the box is fully stocked, and for ordering replacements as soon as possible.

**When an accident occurs, it is the responsibility of the first aider on shift to determine whether the injury can be dealt within the setting or if medical assistance is required.**

**The operating values of maintaining confidentiality, privacy and dignity of Studio colleagues and users should be observed as far as possible without increasing risk of harm.**

### **3. INJURY TYPES**

#### **3.1 Minor injuries**

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record in the accident book; this record will be signed by the first aider and by the carer of the client.

If the injury is minor but requires medical assistance the first aider will call a taxi and take the client to the nearest health centre; taking the client's medical information and assessment forms with them. A colleague at **The Studio** should contact the carer to inform them of the accident and the actions that have been taken as soon as possible.

Upon returning to **The Studio** the first aider should complete the accident report and have it ready for the carer of the client to sign.

#### **3.1 Serious accidents and injuries**

If the injury is serious and hospital treatment is required a colleague should call an ambulance immediately and accompany the client to the hospital.

The client's assessment form containing medical information should be taken with them to the hospital. A colleague should inform the carer of the client (or an emergency contact) immediately and inform them of the accident and what hospital the client has been taken to.

### **4. RECORDING ACCIDENTS**

All accidents and injuries, however minor, must be recorded in the accident book which is located with the first aid box. The accident record should include the following:

- Full name of the client
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

The client's carer must sign the accident record and any incidents which required hospital treatment will be reported to the Care Quality Commission within 24 hours.