Thursday nights with P.E.

Accidents & Incidents Policy

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Policy Statement

At P.E., every child we work with is held with care, presence and attentiveness. We recognise our duty of care and are committed to safeguarding every child who attends our club. This policy exists to ensure that when an accident or incident occurs, appropriate action is taken swiftly, accurate information is recorded, and communication with families is clear and compassionate.

We are building something that puts children at the centre of their own development. That means creating environments where they can move, challenge themselves, take healthy risks, and grow. It also means that when things go wrong — as they sometimes will — we respond with the same care and intention that runs through everything we do.

All P.E. Guides and colleagues are required to follow the obligations set out in relevant legislation and guidance, including but not limited to the Health & Safety at Work Act 1974, Keeping Children Safe in Education (current edition), the SEND Code of Practice 2014, and the Children Act 1989. All P.E. policies are underpinned by current legislation and grounded in best practice.

The health, safety and wellbeing of every child, Guide, parent and visitor is of paramount importance to us. We approach health and safety not as a box to tick, but as an expression of the care we hold for our community — children, families, colleagues and partners alike.

Our Approach to Safety

At P.E., we believe that movement, physical challenge and adventure are not risks to be managed away — they are essential to the growth and development of young people. Our programme is built around physical education, outdoor activity, community exploration and embodied learning. These things carry inherent physical risk.

Our role is not to wrap children in bubble wrap. It is to create the conditions where they can push themselves, try things that feel hard, and learn what their bodies and minds are capable of within an environment that is well-prepared, well-supervised and robustly safe.

This means our approach to safety is active, not passive. We conduct thorough risk assessments. We train our Guides well. We anticipate the kinds of physical challenges our programme involves and prepare accordingly. And when accidents or incidents do occur — as they can in any active, physical, outdoor setting — we respond with speed, care and transparency.

Accidents & Incidents — Definitions

We define an accident as an unplanned, unintended event that causes harm or injury to a person — something that happens unexpectedly and without intent. Examples in the context of P.E. might include a child sustaining a sprain during a training session, a fall during an outdoor activity, or a minor collision during group play.

We define an incident as a broader event or occurrence that is unusual or concerning, which may include behavioural escalations, near misses, safeguarding concerns, or breaches of policy or safety. An incident may or may not result in physical injury.

It is the responsibility of every P.E. Guide to respond to accidents and incidents promptly and with care. The most senior Guide present must be informed of all accidents and incidents at the time they occur.

All serious accidents and incidents — and any minor accident where parents are advised to seek further medical attention — must be reported to the P.E. Safeguarding team.

Accidents

The safety of every child who attends P.E. is at the heart of everything we do. We take every reasonable precaution to protect children from harm. We understand, however, that accidents can and sometimes will occur — particularly within an active, physical, movement-based programme. When they do, the following procedure will be followed without exception:

➢ The child will be comforted and reassured immediately — their emotional response to an injury matters as much as the physical one

➢ The extent of any injuries will be assessed by a qualified Paediatric First Aider; if necessary, medical support will be called (999 for an ambulance)

➢ First aid will be administered as required by a Guide who holds a full, current Paediatric First Aid (PFA) qualification

➢ Once the child has been attended to, parents/guardians will be contacted and informed of the accident; if necessary, they will be asked to collect the child immediately

➢ A phone call to parents/guardians will always be made following a head injury, regardless of its apparent level of severity

Following every accident, regardless of level of severity:

➢ An accident report will be completed fully and factually by the Guide who witnessed the event and/or administered first aid

➢ A copy of the accident report will be shared with the parent/guardian via email

➢ The parent/guardian will be asked to sign the Accident Communication Log on the day of the event when collecting their child

When a major accident has occurred resulting in significant injury or the need for medical treatment, the P.E. Safeguarding team will:

➢ Inform the relevant authority within 7 days of the event (or within 14 days at the latest)

➢ Inform P.E.'s insurers, providing all required documentation including: a copy of the accident record; a copy of the signed Accident Communication Log; copies of all PFA certificates of Guides present and the name of the Guide who administered first aid; photographs of the location or equipment involved; witness statements; relevant risk assessments; the children's register; the Guides' rota; training records; and a copy of the current insurance certificate

Head Injuries

P.E. considers all head and face injuries — any injury above the shoulders — to be serious, and they will be dealt with accordingly regardless of how minor they may initially appear.

In the case of all head injuries:

➢ Parents/guardians must be phoned and informed immediately — this is non-negotiable regardless of severity

➢ All Guides present must be made aware of the child's head injury so they can monitor appropriately

➢ The child must be monitored continuously until they are collected, with any changes to their condition noted and communicated to parents/guardians in real time

➢ Parents/guardians must be provided with clear guidance on how to monitor their child at home and what actions to take following a head injury

P.E. follows the guidelines set out by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Health & Safety Executive (HSE) in the reporting of all accidents and incidents.

Incidents

An incident is a broader event that may not result in physical injury but is nonetheless concerning, unusual or a potential breach of safety or policy. This includes near misses, behavioural escalations, safeguarding concerns, and situations involving the welfare of a child that require attention and recording.

All incidents must be reported and recorded immediately. It is the responsibility of the Guide who witnessed the incident to complete the report. The most senior Guide must be informed at the time of the event.

Examples of incidents at P.E. may include, but are not limited to: a child attempting to leave the premises or an outdoor site unsupervised; a serious disagreement between children that escalates to physical contact; a safeguarding concern raised by something a child says or does; a parent or guardian arriving in a state that raises concern; a near miss during a physical activity or excursion.

For any incident that raises safeguarding concerns, Guides must contact the P.E. Safeguarding team directly and immediately — before completing any written report.

Outdoor, Off-Site & Excursion Activity

A central part of the P.E. programme takes place outside our base — in parks, community spaces, local facilities and on excursions across Hackney and beyond. We believe deeply in reconnecting children with their community and the world around them, and that means moving through it together.

All off-site activity will be underpinned by a thorough, site-specific risk assessment completed in advance by the lead Guide for that session. These assessments will be reviewed regularly and updated as needed.

In the event of an accident or incident occurring during an outdoor or off-site session:

➢ All procedures outlined in this policy apply in full, regardless of location

➢ The lead Guide is responsible for ensuring all children are accounted for and safe while the injured child is being attended to

➢ Where possible, a second Guide will be assigned to manage the rest of the group so the first aider can focus entirely on the child in need

➢ Parents/guardians will be contacted as soon as it is safe to do so

➢ The location of the accident or incident, and any environmental factors that contributed to it, must be documented fully in the accident report

➢ If the group is returning to base following an incident, a written handover must be completed on arrival

For all excursions, the lead Guide will carry a fully stocked portable first aid kit, a charged mobile phone, and emergency contact details for every child in the group. Ratios for off-site activity will be agreed in advance and will reflect the nature and risk level of the outing.

Physical Activity Specific Risks

Because P.E. is a physically active programme — incorporating movement training, outdoor exercise, sport and embodied learning — our Guides are trained to anticipate and respond to the specific risks that physical activity brings. These include but are not limited to:

Musculoskeletal injuries — sprains, strains and muscle injuries are among the most common occurrences in physical activity settings. Guides are trained to assess and respond to these appropriately, distinguishing between injuries that can be managed on-site and those requiring medical attention.

Falls and collisions — during training, games or outdoor movement, falls and incidental contact between children can occur. All activity spaces and outdoor environments are checked prior to sessions as part of our standard preparation. Any equipment used during sessions will be inspected before use.

Overexertion and fatigue — P.E. Guides monitor children throughout sessions for signs of overexertion, particularly in warm weather or during higher-intensity activity. Children will be encouraged to rest, hydrate and communicate when they need a break. Our programme is built around understanding the body — and that includes teaching children to listen to it.

Heat and cold exposure — outdoor sessions in extreme weather conditions will be risk assessed and, where necessary, adapted or rescheduled. Children will be advised on appropriate clothing and hydration. Sun protection is the responsibility of parents/guardians; however, P.E. will carry basic sun protection for use in high UV conditions where needed.

Pre-existing medical conditions — Guides will be informed of any relevant medical conditions prior to a child's first session. Where a child has a condition that affects their capacity to participate in physical activity — such as asthma, a heart condition, or a recent injury — this must be communicated via the child's record, and a care plan agreed before attendance begins.

Nutrition, Meals & Allergic Reactions

Nutrition is a core pillar of the P.E. programme. We provide meals as part of our sessions, and we view food as an opportunity for learning, and nourishment. This means we take the safety and suitability of everything children eat with us seriously.

Before a child joins P.E., parents/guardians must disclose all dietary requirements, allergies and intolerances on the child's record. This information will be shared with the relevant team members responsible for food provision and reviewed at the start of each term.

Allergic reactions

P.E. treats all disclosed allergies as serious, regardless of the historical severity of a child's reactions. In the case of a suspected allergic reaction during a session:

➢ The child will be removed from the food environment and kept calm

➢ The Guide on duty will assess the severity of the reaction immediately

➢ For mild reactions (e.g. mild rash, localised itching with no breathing difficulty), antihistamine may be administered if prescribed and a Permission to Administer Medication form has been completed in advance

➢ For moderate or severe reactions — including any signs of anaphylaxis such as swelling of the lips, tongue or throat, difficulty breathing, dizziness, or loss of consciousness — 999 must be called immediately

➢ If a child has a prescribed auto-injector (e.g. an EpiPen), this will be administered by a trained Guide without delay

➢ Parents/guardians will be contacted immediately in all cases

➢ All allergic reactions, regardless of severity, will be recorded as an accident and reported to the P.E. Safeguarding team

Adrenaline auto-injectors (EpiPens)

Where a child has a prescribed EpiPen, this must be provided to P.E. in its original packaging, in date, and clearly labelled with the child's name. It will be stored accessibly at all times during sessions — including off-site. Guides working with children who carry an EpiPen will receive specific training in its use.

Food provision

Where meals are provided by an external supplier, P.E. will communicate all dietary requirements and allergies to that supplier in advance and confirm allergen information for each meal. P.E. accepts responsibility for ensuring the food provided to each child is appropriate for their individual needs.

First Aid

P.E. requires at least one Guide who holds a full, current Paediatric First Aid (PFA) qualification to be present at every session, including all off-site and outdoor activities. PFA training is completed through a recognised training provider and renewed every three years. It is the responsibility of the Safeguarding Director to ensure a qualified first aider is scheduled and present at all times.

All PFA certificates are held on record by P.E. A Guide must not be named as the Paediatric First Aider without a current, relevant, in-date certificate on file.

P.E. requires at least one fully stocked first aid kit to be accessible at all times. For off-site sessions, a portable first aid kit will be carried by the lead Guide. Contents should meet recommended HSE guidance and include as a minimum: medium and large dressings, triangular bandages, safety pins, eye pads, washproof plasters, cleaning wipes, tape, disposable gloves, finger dressings, and a face shield. First aid kits will be checked and restocked regularly.

When an accident occurs, it is the responsibility of the PFA-qualified Guide to assess whether the injury can be managed on-site or whether medical assistance is required.

Guides without a current PFA qualification are not permitted to administer first aid.

Medical Emergency

Where the first aider determines that urgent medical support is required, a colleague must be asked to call 999 for an ambulance immediately. The call must be made from the vicinity of the injured child so that the first aider — who must remain with the child at all times — can answer questions and provide updates.

Parents/guardians must be informed immediately that an ambulance has been called.

Where possible, the PFA-qualified Guide or most senior Guide present should accompany the child in the ambulance until the parent/guardian arrives.

All medical emergencies must be reported to the P.E. Safeguarding team on the day they occur.

Accident & Incident Reporting

All accidents and incidents, regardless of level of severity, must be recorded in full through P.E.'s reporting system immediately after the event has been dealt with and the child has been cared for.

Every report must include:

➢ Whether the event is being recorded as an accident or an incident

➢ Date, time and location of the event (including whether it occurred on-site, outdoors or off-site)

➢ Name of the Guide who witnessed the event

➢ A full and detailed description of what occurred

➢ Details of any care given and first aid administered

➢ Name of the Guide who administered first aid

➢ A detailed description of any injuries sustained

➢ The position of any injury on the body

➢ Details of any follow-up action or medical support sought

Where more than one child is involved, a separate report must be completed for each child individually. The names of other children must remain confidential in all records.

When assessing the level of severity of an accident or incident, the following guidance should be used:

Minor / Moderate	Serious / Severe	Critical / Maximum
Bruising	Sprains & strains	Impalement / amputation
Cuts & grazes	Wound infections	Major burns
Insect bites	Minor burns & scalds	Loss of consciousness
Scratches	Animal bites	Acute confused state
Mild allergic reaction	Back, shoulder & chest injuries	Severe allergic reaction / anaphylaxis
	Head & face injuries	Dislocations
	Broken & fractured bones	Resulting in hospitalisation
		Death of a child

If a P.E. Guide sustains an injury during a session, a colleague accident form must be completed and shared with the Safeguarding Director.

Illness & Infectious Diseases

To maintain a healthy and safe environment for all, we ask parents/guardians to keep their child away from P.E. sessions if they are unwell or displaying signs of illness. This protects the child and ensures others in the group are not put at risk.

If a Guide has reason to believe a child is unwell, their condition will be assessed through gentle, non-intrusive observation.

Any child displaying signs or symptoms of illness or infection — or with a confirmed medical diagnosis — will need to be kept away from P.E. for the appropriate exclusion period, in line with UK Health Security Agency (UKHSA) guidance.

If a child becomes unwell during a session, parents/guardians will be contacted and asked to collect the child within a maximum of one hour. Where a parent/guardian cannot be reached, P.E. will contact the emergency contact on file.

P.E. recognises the demands on working families and will not exclude a child from a session unnecessarily. The decision will always be made with the needs of that child — and the wider group — held equally in mind.

Where a notifiable disease is diagnosed, P.E. has a responsibility to inform the relevant authority. The P.E. Safeguarding team will action this notification.

Administration of Medication

A child may require medication during their time at P.E., either for a short-term illness or a longer-term medical condition. In all cases, parents/guardians must inform P.E. in advance and complete a Permission to Administer Medication form before any medication is given.

P.E. will not administer any medication without a fully completed, signed and dated Permission to Administer Medication form. Once medication has been administered, this will be recorded on a Medication Administered form and parents/guardians will be informed at the point of collection.

If a child has a long-term medical condition, parents/guardians will be asked to provide full details on a Health Care Plan before the child's first session.

Prescription medications will only be administered to the child to whom they are prescribed. The child's name must be clearly visible on the pharmacy dispensing label. Medications containing aspirin will only be administered if prescribed by a medical professional.

Non-prescribed medication will be considered on a case-by-case basis, following careful discussion with parents/guardians. P.E. reserves the right to decline to administer any non-prescribed medication.

All medications must be provided in their original packaging with the pharmacy dispensing label clearly visible. Medications must be in date — P.E. will not administer any medication that has passed its expiry date, without exception. It is the joint responsibility of parents/guardians and the P.E. lead Guide to monitor expiry dates and ensure medications are replaced as needed.

Medications will be administered by a Guide holding a current PFA qualification and witnessed by a second Guide.

If a child declines to take their medication, P.E. Guides will not force them to do so. Parents/guardians will be informed immediately.

Certain medications require specialist training prior to administration — for example, emergency epilepsy medication or adrenaline auto-injectors. Where a child requires specialist medication, the Safeguarding Director will arrange appropriate training as soon as possible, in consultation with the family and relevant medical professionals.

Storage of Medication

For outdoor sessions, any medication required by a child during that session will be carried securely by the lead Guide in a clearly labelled, sealed container. Guides will be briefed on the contents and any children who require medication before every off-site session.

If a child carries their own medication — for example, in their bag or a personal EpiPen case — P.E. Guides will be made aware of this. The directive from parents/guardians regarding self-carried medication must be noted on the Permission to Administer Medication form.

All medications are designated to individual children, kept within expiry dates, and stored in a way that is secure, clearly labelled and easily accessible to qualified Guides in the event of an emergency.