



# Accidents Policy

Michaela Foundation operates accident procedures covering all our Camps, retreats and events. To uphold this we will:

- Maintain an up-to-date register of the contact details of all children/young people involved in activities relating to Michaela Foundation.
- At the time of occurrence, record any accident/incident occurring in an Accident or Incident Book or complete the online incident report form. This book will be held by the Camp Coordinator or the individual managing the event. The online submissions will be held by Michaela Foundation management.
- At Camp, this book will be held by the Camp Coordinator. On all other occasions it will be kept by a member of the event management team or the Operations Manager. The online reporting form will be accessible by all leaders/volunteers/staff.
- Obtain proof from external providers (halls, instructors, transport etc.) that they have insurance.
- Michaela Foundation will make first-aid boxes available and keep them regularly re-stocked. This is the responsibility of Michaela Foundation.
- Make the location of First-Aid Boxes and Incident Books/Online Links known to staff. This is the responsibility of the Camp Coordinator or the event management team.
- Advise children and young people of any potential hazards relating to equipment and/or materials.
- Camp coordinators will complete a risk assessment of the venue prior to Camp commencing. An initial venue risk assessment will be conducted by Michaela Foundation's Operations Manager.