



**Version:** Draft

**Board Approval:** March 2020

**Date for Review:** 2 years after BOM approval

**Responsibility of:** Childcare Development Manager

## **Accidents and Incidents Policy**

### **Policy Statement**

At Finglas Childcare Ltd, we are committed to safeguarding children, staff, parents and all visitors to our Early Years Settings. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be.

### **Rationale**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health & Welfare at Work Act (2005). Finglas Childcare Ltd understand that accidents will happen from time to time. In this policy we have detailed procedures for managing accidents and incidents and we outline how we follow strict guidelines to help prevent accidents.

### **Scope of Policy**

This Policy on Accidents and Incidents applies to all children, parents/guardians, FCL & non FCL staff, volunteers, visitors, students and Board of Management members who are in attendance in any of our four Early Years Settings.

### **Policy & Procedure**

#### **Measures to be taken to prevent accidents and incidents**

In Finglas Childcare Ltd we have taken the following measures to prevent accidents and incidents

- We have appointed the required number of First Aid Responders in each location
- Training is provided to all staff as needed to maintain their level of qualifications
- Our buildings, equipment and materials are well maintained, any defects are dealt with immediately
- All staff are familiar with the policies and procedures in our services and there are induction procedures for new staff
- A fully stocked First Aid kit is provided in each EYS and its location is known to staff.
- Adult child ratios are maintained at all times



- All permanent staff hold appropriate qualification to ensure that they provide the required level of care and attention to safeguard all children in our setting
- Records are accessible to all relevant staff in case of emergencies
- If staff have to leave the premises to accompany a child to hospital, we revert to our staff absences policy
- We have a list of contact numbers displayed in each playroom and in the main office

Procedures to be followed in the event of an accident or incident:

In the event of a minor accident or incident

The child/children will be attended to immediately. All accidents/incidents should be notified to the Senior Early Years Practitioner/Crèche Supervisor or First Aid Responder to access treatment if and as necessary. If it is a minor incident the senior EYP will reassure the child and tend to their needs. An incident/accident report will be recorded in the Accident & Incident Book by the SEYP and the witness will be named beside “number of adults present” and will be read and countersigned by the Early Years Setting supervisor and parent. A copy will be given to the parent on arrival, a copy will be put in the child’s file and stored until they are 21 years, and a copy stays in the book.

Procedures to be followed in the event of an accident that requires medical intervention

All accidents/incidents should be notified to the Senior Early Years Practitioner/Crèche Supervisor or First Aid Responder immediately. Treatment will be assessed and the child comforted and attended to. The supervisor will telephone the child’s doctor or an ambulance. The supervisor/Early Years Practitioner will provide the emergency services with the child’s name, contact numbers and any known allergies/ medical records. The child’s parents/ guardians will be contacted by phone and a note taken of the exact time and date. Two members of staff one being a SEYP will accompany the child to a GP or emergency room if the parents are not on hand. Remaining staff will reassure the children and if necessary, explain the accident to other parents. The SEYP will complete an accident form. This will be read and signed by the Early Years Setting supervisor and signed by the child’s parent/guardian. A photocopy of the accident report form is kept in the child’s file and stored until the child is 21 years of age.

If necessary, a meeting may take place if the incident re-occurs at regular intervals. The First Aid Box is checked monthly or as needed to ensure it is always fully equipped, easily identifiable and in a location which is known to all adults. At least one First Aid Responder who holds an up to date First Aid Certificate is on the premises at all times. Records are accessible to all relevant staff in case of an emergency. Minor accidents will be treated in the childcare premises and parents/carers will be advised of the injury and the action taken, when the child is collected/ telephoned in advance. Any accidents involving a child banging their head will result in the parent/guardian being contacted immediately and being informed. All accidents even minor ones, are recorded in the Accident Book. If the child has to go to hospital before the parent/carer arrives, an adult known to the child must accompany him/her to hospital and stay until the parent/carer arrives and the child’s registration form must be brought for reference.

If a staff member is involved in a minor accident/incident they will be attended to immediately. All accidents/incidents should be notified to the Senior Early Year’s Practitioner/Early Years Setting supervisor or First Aid Responder to access treatment if and as necessary. If it is a minor incident the senior EYP will administer First Aid as per their training. An incident/accident report will be



recorded in the Accident & Incident Book by the SEYP or Supervisor and read and countersigned by the creche supervisor and the staff member. A copy will be given to the staff member, a copy will be put in the staff members file and stored for 10 years and a copy stays in the book.

If the incident is not minor, the Manager/Supervisor/First Aid Responder may advise the staff member to leave the premises and seek medical attention. If an accident involves a staff member banging their head they will be asked to leave the premises and be advised to seek medical assistance. If needed the supervisor/early years practitioner will contact the emergency services and provide the emergency services with the staff members name, contact numbers and any known allergies/ medical records. Alternatively, the Manager/Supervisor/First Aid officer may contact DDoc for advice. Staff should adhere to medical advice. A colleague will accompany the staff member to the emergency room or DDoc surgery until a family member arrives. The staff members nominated emergency contact person will be contacted by phone and a note taken of the exact time and date. Remaining staff will reassure the children and if necessary, explain the accident to parents. The SEYP will complete an accident form. This will be read and signed by the Early Years Setting supervisor and signed by the staff member. A copy will be given to the staff member, a copy will be put in the staff members file and stored for 10 years and a copy stays in the book.

All accidents involving outside medical assistance for either children, staff or visitors must be reported to the insurance company through the administration office. All Early Years Settings are insured through Early Childhood Ireland and underwritten by Allianz.

Any of the following incidents must be notified to TUSLA Early Years Inspectorate:

- The death of a preschool child while attending the service. This includes the death of a child in hospital following transfer to hospital from the service.
- Diagnosis of a preschool child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious disease Regulations 1981(SI No 390 of 1981) and amendments.[www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/](http://www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/)
- Any incident in the service which results in the service being closed for a length of time.
- A serious injury to a preschool child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise.
- An incident which results in a child going missing from the service.



### Agencies Contact Details

TUSLA Early Years Inspectorate: Early Years Inspectorate Registration Office, 2nd Floor, Estuary House, Henry Street, Limerick City [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie)

Medical Officer of Health. Dept of Public Health, Room G29

Dr Steevens Hospital, Ph: 016352145

North Doc, Shangan Rd, Santry, Dublin. Phone: 1850 224 477A1

Allianz : Contact admin office

I acknowledge that I had read and understand the Policy Document.

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Date: \_\_\_\_\_