

**POLICY NO.38 ACCIDENTS & INCIDENTS POLICY****REV: 07 DATE: 27.07.2022**

At Scamps & Scholars we are committed to safeguarding children, staff, parents and all visitors to our centre. 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.

We understand that accidents will happen from time to time. We have a detailed procedure for managing accidents and incidents. However we follow strict guidelines to help prevent accidents.

The Health and Safety of all children, families, staff and visitors who use our service is of most importance to us.

- The manager or his deputy is alerted and informed of all accidents/incidents.
- If necessary, treatment will be assessed and administered by a staff member who is qualified in First Aid.
- If necessary the manager or his deputy will telephone the local doctor on call or an ambulance.
- The manager or deputy manager will contact the parents/guardians as soon as the situation has been assessed and if it is deemed serious enough to require the parents input / attendance.
- The manager will provide the emergency services with the child's name, contact numbers and any known allergies/medical records as per the details on the child's registration form.
- The manager or another assigned staff member and, where possible an additional staff member will accompany the child to the GP or emergency room if the parents are not on hand or available to do so.
- Remaining staff will reassure the children that may be affected by the incident / accident.
- Staff who witnessed the accident will fill in the accident report form.
- All witnessed accidents / incidents are recorded in a minimum of a Passover Book and/or the accident report book.
- All recorded accidents / incidents will be reported to our insurance brokers.
- All incidents / accident report forms will be signed off by management.
- CCTV footage may be used to verify the circumstances of the accident / incident. If relevant this footage may be retained in line with our CCTV policy.

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

In Scamps & Scholars we have taken the following measures to prevent accidents and incidents.

- We have appointed a First Aid qualified staff members and a Health & Safety Officer.
- We have a health & safety committee made up of staff members.
- We have a Health & Safety Policy & procedure, a Risk Management policy and we carryout regular risk assessments both indoors and outdoors.
- All staff receive Support and Supervision and reflect on their practice.
- A training schedule is provided for all staff to maintain their levels of qualifications and renew training when it falls due as per regulations and legislation.
- Our building, equipment and materials are well maintained, and there is a system and procedure in place to ensure any defects are dealt with immediately.
- All staff are familiar with the policies and procedures in our service and there are detailed induction policies and procedures for new staff.
- Fully stocked first aid boxes are provided with a contents checklist, easily identifiable and in a location which is known to all adults.

- At least one member of staff who holds an up to date First Aid Certificate is on the premises at all times
- Adult child ratios are maintained at all times.
- All staff have appropriate qualifications to ensure that they provide the required level of care and attention to safeguard all children in our setting.
- Child records are accessible to all relevant staff in case of an emergency
- The service has an arrangement with the local surgery in case of an accident or sudden illness
- The Manager has a properly installed child car seat to, in the event that a child has to be transported to hospital or a doctor.
- Vehicles are roadworthy, insured, taxed and have a valid NCT.
- If staff have to leave the premises to accompany a child to hospital or a doctor, we revert to our Staff Absence Policy.
- We have a list of all emergency numbers displayed in each playroom and in the main office.

**If the accident does not warrant outside intervention:**

The First Aid qualified staff member will treat the injury and she and the person who witnessed the accident will complete an accident form. This will be read and signed by the manager and signed by the child's parent/guardian. The accident report form is kept in the child's file and stored until the child is 19 years old.

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.

**Reporting & Record Keeping**

All Accidents (minor or major) and Incidents will be recorded in the Accident & Incident Book, counter signed by the Manager or deputy manager, shared with parents and signed, as well as noted in the Passover book for the relevant room. The report will be stored on the premises until the child reaches the age of 21.

All accidents must be reported to the insurance company via our brokers at the time of the accident. All accidents & incidents will be reviewed in line with our Health & Safety Policy. The conditions under which Tusla must be notified of an incident, as well as a notification of incidents form, is available on the Tusla Early Years Inspectorate website.

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
(On behalf of the Board of Directors)