



Accidents and Incidents Policy and Procedure

Policy Statement:

At Little Acorns and Acorns After School, we are committed to safeguarding children, staff, parents and all visitors to our center. 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. It is our policy to promote the health, wellbeing and personal safety of all our children and staff. Through developing and regularly reviewing accident prevention procedures and fire safety. Although we adhere to all safety precautions and follow TUSLA guidelines, accidents can occur. Children with additional healthcare needs that need first aid are managed in line with the child's individual care plan

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health and Welfare at Work Act (2005). (SÍolta Standard 2: Environments, SÍolta Standard 9: Health and Welfare) (National Standard 4: Records, National Standard 12: Health Care, National Standard 20: Safety.

Policy and Procedure:

- Measures to be taken to Prevent Accidents and Incidents or to prevent another accident, injury or incident occurring: A Safety Statement is prepared and reviewed on a regular basis and an annual risk assessment will be carried out.
- Daily, Weekly and Monthly risk assessments are carried out of the children's rooms, outdoor area, sanitary area and sleep room and a written record kept and open to inspection.
- Children will be adequately supervised in accordance with the recommended child/adult ratios dictated by the Child Care Act 1991 (Early Years Services) Regulations 2016.
- Each room is designed for easy and unobtrusive supervision by the staff at all times. Staff have an understanding of each child's developmental stage and of their behaviour so they can supervise appropriately.
- Our staff know which children are present at any one time. ● We ensure that no child can leave the premises undetected. The main door is locked at all times.
- Only suitable and age-appropriate materials and equipment are available to children.
- All electrical sockets are fitted with safety covers.
- Furniture and equipment is arranged to minimise safety risks.

- Sun block protection will be used during hot weather; parents/guardians will be advised to provide a hat that covers the head, neck, ears.

Incidents and accidents will occur. By endeavoring to keep them at a minimum we can reduce the amount that occurs. Have a watchful eye. Know what the



children in our care are doing at all times. Watch out especially for new children in a group as they are the most vulnerable.

In Little Acorns we have taken the following measures to prevent accidents and incidents.

- We have appointed a First Aid Officer and a Health Safety Officer.
- We have a Health Safety Policy procedure; a Risk Management policy and we carry out regular risk assessments both indoors and outdoors.
- All staff receive regular 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 policy 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.
- A fully stocked first aid box is provided with a contents' checklist, easily identifiable and in a location which is known to all staff members in each room.
- At least one member of staff on duty in each class working in Little Acorns and Acorns After School holds an up to date First Aid Certificate on the premises.
- Adult child ratios are maintained always.
- All staff have appropriate qualifications 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 an emergency.
- The service has an arrangement with the local surgery in case of an accident or sudden illness.
- 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.

Equipment:

First Aid

- First Aid boxes are restocked as required by the designated staff member after each use.
- A list of supplies that the first aid box must have is included in the first aid box.
- The first aid box contained appropriate first aid supplies for minor injuries to be treated within the service.
- Medicines, creams and ointments are kept out of reach of children and not



stored in the first aid box.

In the case of a minor accident or incident:

- The child or children will be attended to immediately and a staff member will alert Manager or First Aid Officer to access treatment if and as necessary.
- If it is a minor incident the staff member will reassure the child and administer First Aid (if required) as per First Aid Training.
- An incident report will be recorded in the Accident Incident Book, counter signed by the Manager and shared with the child's parents on arrival.
- Prior to the parent's arrival at pick up time a text message via WhatsApp or Little Vista will be sent to them to let them know of the minor accident or incident.

In the case of an accident which requires medical intervention the following procedure is in place:

- The manager and or First Aid Officer will be informed immediately. Treatment will be assessed, while the child/children are comforted and attended to.
- The Manager/First Aid Officer will telephone the local doctor on call or an ambulance.
- The Manager/First Aid Officer will provide the emergency services with the child's name, contact numbers and any known allergies/ medical records.
- The Manager will contact the child's parents/ guardians by telephone. The exact time and date the call was made will be recorded.
- Two members of staff will accompany the child to the GP/emergency room if the parents are not available.
- Remaining staff will reassure the other children and if necessary, explain the accident to other parents.
- Staff who witnessed the accident should fill in the accident report form.
- 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.
- The child's care plan must be brought for reference.

If the accident does not warrant outside intervention:

- The First Aid Officer 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 21 Years.
- Minor accidents will be treated in the childcare premises and • parents/carers will be advised of the j and the action taken, when the child is collected/ telephoned in advance.
- All Accidents (minor or major) and Incidents will be recorded in the Accident Incident Book, counter signed by the Manager or First Aid Officer, shared with



parents and signed and a copy kept on the child's individual file, as well as in the Accident Incident Book and stored on the premises until the child reaches the age of 21.

- All accidents must be reported to the insurance company at the time of the accident.

Any of the following incidents must be notified to TUSLA within three days of the Service becoming aware of a notifiable event:

(a) The death of a child while attending the Service. This includes the death of a child in hospital following transfer to hospital from the Service.

(b) Diagnosis of a 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.

<http://www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases>

c) Any incident which results in the Service being closed for a length of time.

(d) A serious injury to a child while attending the Service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise.



(e) An incident which results in a child going missing from the Service. A registered provider must notify the Early Years Registration Office First Floor, South East Wing, St Joseph's Campus, Mulgrave Street Limerick or ey.registration@TUSLA.ie of any of the incidents listed here in the Notification of Incidents Form contained at Appendix P

<http://www.tusla.ie/services/preschool-services/notification-of-incidents-form>

A copy of the completed Accident and Incident Form must always be placed on the child's file.

- Parents/guardians will always be contacted and informed immediately of any injury.
- Parents/guardians will be asked to sign off on the accident /incident report and will receive a copy.
- Records are accessible to all relevant staff in case of an emergency.
- All serious accidents will be reported to the Insurance Company.
- Records are kept on file for a minimum period of two years (as per early Years Regulations or longer if advised by the Insurance Company).
- Reports will be made to Tusla if there are safeguarding issues.
- Reports will be made to the Garda Síochána if staff or children are in danger or if a criminal offense has occurred.
- The Health and Safety Authority if there is a workplace injury The Service's insurance company if appropriate.

Accident and Incident Record and Investigation:

The accident and incident form should be fully completed with as much detail as possible. It is important that full names are used when referring to staff members and that the form is signed both by the person in charge and the parent/guardian.

Please see Appendix P: Tusla Notification of Incident Form.

All accidents, injuries and incidents notified to the Early Years Inspectorate are investigated, managed and reported in line with the Service's accident, injury and incident policy and procedures.

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.



This Policy Links with our:

- Risk management Policy
- Policy on staff absences
- Staff training policy
- Supervision policy

This policy was adopted by Little Acorns and Acorns After School on 21/07/2023

A handwritten signature in black ink, appearing to read 'E. Green', written over a large, faint, stylized outline of a leaf or acorn shape.

Manager Signature:



Appendix A: List of materials required in First Aid Boxes:

Adhesive Plasters Assorted: 40

Sterile Eye Pads (No 16): 4

Triangular Bandages:6

Safety Pins:6

Wound Dressing Medium: No 8: 4

Wound Dressing Large: No 9: 8

Disinfectant Wipes: Singles 40

Paramedic Shears: 1

Examination Gloves: Pairs 10

Pocket Face Mask: 1

Water Burns Dressing: (10x10cm): 1

Water Burns Dressing: (20x20cm):1

Crepe Bandage(7cmx4cm):3



Appendix B: First Aid Checklist:

Week Beginning: Date:	I t e m Mi ss in g:	I t e m s o u t o f D a t e :	Act ion Tak en:	Sig nat ure: