



Clann Aire

Accident and Incident Policy

Policy statement:

We at Clondrohid Community Crèche, Pre-School and After-School are committed to safeguarding children, staff and parents in our Centre. We have policies and procedures in place to ensure that we provide a safe place for children, staff and parents.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health & Welfare at Work Act (2005).

All our childcare practitioners have Pediatric First Aid Certificates and are trained in dealing with minor injuries. We currently have 5 practitioners trained as First Aid Responders (FAR trained):

- Niamh Casey
- Maree Hoare
- Christina O'Callaghan
- Harriet Murray
- Soazig Tanguy

Our Designated Liaison Person is **Denise Cronin**

Our Deputy Liaison Person is **Niamh Casey**

Our Health and Safety Officer is **Amy Toomey**

We have a safety statement and policies and procedures in place to try to prevent accidents occurring, some of these include.

- Children are adequately always supervised and ensure adult-child ratios are always adhered by
- Childcare practitioners carry out risk assessments, inside and outside, and review them regularly
- We use age-appropriate furniture, equipment and materials
- We know and implement our safety statement

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

In the case of a minor accident or incident:

- The child or children will be attended to immediately by a member of staff. They will reassure and comfort the child and will administer any First Aid if necessary.

- An accident report form will be filled out by the person dealing with the child, including all the relevant information required. The form will also be signed by another member of staff to ensure that it was filled out by the staff member correctly.
- The form should be read and signed by the parent when they arrive.

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

- The DLP will be informed immediately.
- Treatment will be assessed, while the child/children are comforted and attended to.
- The DLP will telephone the child's doctor or an ambulance.
- The DLP will provide the emergency services with the child's name, contact numbers and any known allergies/ medical records.
- The DLP 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.
- The Practitioner who was with the child when the accident happened should fill in the accident report form.
- If the child must 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 registration form must be taken with the child.

If the accident does not warrant outside intervention:

- Practitioner 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 child's parent/guardian.
- The accident report form is kept in the accident report folder with the child's room.

Reporting & Record Keeping:

- All Accidents (minor or major) and Incidents will be recorded using the accident/incident report forms on Childpaths. These forms are stored digitally. The forms are signed by two members of staff ensuring the correct information is included and is also signed by the parent, digitally.
- Any major accident must be reported to the insurance company at the time of the accident.
- All accidents & incidents will be reviewed in line with our Health & Safety Policy and our risk assessment will be reviewed also.
- 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 was adopted by Clondrohid Community Crèche Pre-School & after School Services.

Reviewed Date: June 2025

Centre Manager Signature: Alexandra Murray Date: 19/06/2025