



LINKS CHILDCARE POLICIES & PROCEDURES

Accident Reporting and Emergency Summoning Procedure

Last Review Date: 27.10.20

Policy No. 27

Issued: 2014

Policy Statement

It is the policy of Links Childcare to promote the safety, health and well-being of all children and adults involved in our service through developing accident/incident policy and accident prevention procedures. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors.

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).

Measures to be taken to prevent accidents and incidents:

Links Childcare has taken the following measures to prevent accidents and incidents.

- The Deputy Manager or Supervisor in each crèche has been appointed as the Health and Safety Officer. All staff are offered First Aid training.
- We have a Health and Safety Policy and procedure 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 adults.
- At least one member of staff who holds an up to date First Aid Certificate is on the premises 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.
- 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
- We have a list of all emergency numbers in the main office.



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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 and a staff member will alert the Crèche Manager who will access treatment if 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. A copy of the incident will be kept on file as well as in the Accident & Incident Book.
- The accident report form is kept in the child's file and stored.

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

- The manager will be informed immediately. The need for treatment will be assessed, while the child/children are comforted and attended to.
- The Manager will telephone the local doctor on call or an ambulance.
- The Manager 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.
- The Manager will notify Senior Management.
- 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 record card must be brought for reference.

Reporting & Record Keeping:

- All Accidents (minor or major) and Incidents will be recorded in the Accident & Incident Book, counter signed by the Manager/Supervisor, shared with parents and signed and a copy kept on the child's individual file, as well as in the Accident & Incident Book.
- All major accidents are reported to the insurance company.
- 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 procedure will be followed at all times.
- A risk assessment will be carried out following all accidents.



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Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	2014	2015	2016	2017	2018	2019	January 2020	October 2020
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