

## 17. ACCIDENTS and INCIDENTS

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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**Statement of Intent:** 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.

**NOTE:** A risk assessment will take place to prevent an accident reoccurring and to take corrective action.

### **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 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.
- Windows and doors have safety appropriate glass with restricted opening safety devices.
- 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 endeavouring 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.

**Emergency Contact Details:** Emergency medical assistance contact details are publicly displayed within the Service (Example a local doctor's number or a nearby hospital)

**Reporting Accidents and Incidents:**

- All accidents/incidents, even minor ones, are recorded in an accident record sheet, with details on how they are dealt with or treated.
- **All accidents/incidents, even minor ones, must be reported to management**, whether occurring with children, team members, visitors or any person on the premises.

**The procedures to have in place in the event of an accident:**

- The First Aid box is always fully equipped, easily identifiable and its location is known to all staff, so that it can be accessed following an incident or accident with a child attending the Service. Any substances, which may cause an allergy, will not be included.
- Medical supplies are checked regularly.
- A designated First Aider (certified) is on the premises at all times.
- Staff must wear protective clothing (disposable apron and gloves) to clean any bodily fluids or spillages.
- If a child is involved in an incident or accident, they will be taken into a quiet area, if possible.
- In the case of a serious accident, we have a local doctor on call, they will be called and the child's parents/guardians contacted immediately or we will call an ambulance. If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.
- If the child has to go to the hospital immediately, staff will accompany the child, if the ambulance personnel permit. The child's record will be taken to the hospital. Parents/guardians are responsible for all doctors or hospital fees where applicable.
- The staff member will not sign for any treatment to be carried out on the child in the hospital. The staff will wait with the child until the parent/guardian arrives.
- A risk assessment will be completed following any accident or incident

**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](mailto:ey.registration@TUSLA.ie) of any of the incidents listed here in the Notification of Incidents Form contained at Appendix F

<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 and without delay** of any injury or if a child has gone missing.
- 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 is a safeguarding issue
- Reports will be made to the Garda Síochána if staff or children are in danger or if a criminal offence has occurred
- The Health and Safety Authority if there is a workplace injury
- The Service's insurance company if appropriate.

**Note:** “a serious injury” is defined by TUSLA as an injury that requires immediate medical treatment by a registered medical practitioner whether in hospital or otherwise.

**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 F: 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 and Incidents will be reviewed to effect change in practice, policy or procedure.**