

The Children's Lodge

Policy on Accidents and Incidents

The Children's Lodge is 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.

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:

In The Children's Lodge 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 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.
- Records are accessible to all relevant staff in case of an emergency
- The service has an arrangement with the local surgery next door 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.

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 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. A copy of the incident will be kept on the child's individual file as well as in the Accident & Incident Book.

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 record card 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 injury and the action taken, when the child is collected/ telephoned in advance.

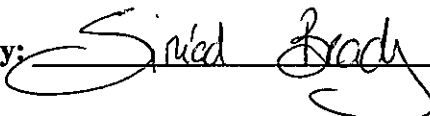
Reporting & Record Keeping:

All Accidents (minor or major) and Incidents will be recorded in the Accident & Incident Book, counter signed by the Manager or 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. 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.

Risk Assessment:

- A risk assessment will be taken following an incident/accident.
- Staff will then meet with the supervisor to discuss their findings.

This policy was adopted by The Children's Lodge on Date: 2nd September, 2019

Signed by:  Owner/Supervisor

This policy will be reviewed on annually in collaboration with staff and parents/guardians

Date this policy will be reviewed on	1/9/2020
Reviewed on	
Date this policy will be reviewed on	
Reviewed on	

The Children's Lodge Montessori School

Accident and Safety Policy

It is the policy of The Children's Lodge to promote the health, well being and personal safety of all children and adults involved in our service, through developing and regularly reviewing accident prevention procedures and fire safety procedures.

Accident Prevention

- All new staff and students must be familiar with the Safety Statement
- There are at least two adults on the premises at all times.
- Children are supervised at all times.
- Care is taken to ensure that no child can leave the premises undetected
- Children are signed in upon their arrival and signed out on their departure so that staff know which children are present at any given moment.
- Furniture and equipment are laid out to minimise safety risks
- Only suitable and age-appropriate objects are available to children.
- All unsuitable materials are kept out of children's reach and in a locked unit where appropriate.

Accident Procedures

- First Aid Box is always fully equipped, easily identifiable and in a location which is known to all adults (up high on shelf over sink)
- At least one member of staff who holds an up to date First Aid Certificate is on the premises at all times.
- Emergency telephone numbers are available to all staff – posted next to all telephones.
- 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.
- All accidents are recorded in the Accident Book.
- The service has an arrangement with the local surgery in case of an accident or sudden illness
- In the case of serious accident the senior staff member will phone the doctor and the child's parent/carer
- If the child has to go to hospital before the parent/carer arrives, and adult known to the child must accompany him/her to the hospital and stay until the parents/carer arrives.
- The child record card must be brought for reference

*updated
August 2019*

The Children's Lodge **Safeguarding Children Policy**

Positive Practices when working with Children's Behaviour:

- Positive reinforcement
- Encouragement
- Negotiation, helping the child to problem solve
- Follow-through
- Giving children choices
- Establishing routines and limits
- Communicating clear expectations to children
- Redirecting/distraction
- Consistent approach amongst all staff

Unacceptable Practices when working with Children's Behaviour:

- Deliberately harsh or degrading responses that could result in the humiliation of the child or the undermining of a child's self-respect.
 - Placing or keeping a child in a room that they cannot get out of.
 - Threatening a child in any way in order to control behaviour. (Any behavioural management issues arising should be discussed with the child and their parents and a consistent agreed management approach put in place)
 - Any form of aggressive physical contact by an early years worker e.g. shaking, pinching, slapping or shoving, or other forms of aggressive physical contact.
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- **This policy will be reviewed on an annual basis.**

S Brady

2nd September, 2019