**Accident and Incident Policy**

It is the policy of Kinnegad Community Childcare Clg to ensure risk assessments are carried out in all areas of the centre to ensure the safety of the children in our care. Any accident or incident where a child or staff member is injured is recorded and reported to the child’s parents or guardians.

This policy was created considering the Childcare Act 1991 (Early Years Services) Regulations 2016; Children First Act 2015; *Children First: National Guidance for the Protection and Welfare of Children 2017;* Health, Safety and Welfare Act*.*

An incident may include bites, scratches, falls, cuts, bruises.

An accident may include serious injury such as burns, broken bones, deep cuts etc.

All emergency numbers are prominently displayed in the offices and kept up to date.

All staff members have up to date first aid training and at least one person on duty has certified FAR (First Aid Responder) training which is updated every three years.

Our First Aid Officer is Olga Nikitina, our Health and Safety Officer is Fidelma Sheridan.

Our Training Officer (Marie Callaghan) keeps a record of all training carried out and organises any training due.

Our building, equipment and materials are well maintained, any repairs that are needed are logged in our maintenance book and dealt with promptly.

All staff are familiar with our policies and procedures. New staff members are given access to the staff portal on the Cairdeas website to read and understand these.

Our adult/child ratios are maintained at all times.

Our Cairdeas car is roadworthy, insured, taxed and NCT’d with all drivers holding a full driving license.

A fully stocked in date first aid box is available from the main office.

Children who need immediate medical attention due to severe allergies have an individual labelled first aid box in their room, kept out of reach of children. Educators within that room have training in how to administer this medication if the need arises. All other medications are kept in a dedicated space in the office, eg. Inhalers etc.

**Procedure to follow in case of an accident or incident**

All accidents or incidents must be reported to the lead Educator by the assistant educator no matter how trivial they may seem.

The adult will treat the child for his/her injuries and comfort him/her.

The lead Educator will then inform the supervisor and collect the incident/accident book.

The educator who witnessed the incident will take care to fill out the incident/accident book correctly and fully. Both Lead and assistant can then sign the incident.

The book is then handed over to the Manager/supervisor on duty who will sign it and then report the accident/incident to the child’s parent or guardian on arrival to collect the child. Depending on the severity of the accident the manager/ supervisor may ring the parent immediately.

The parent/guardian will sign the accident/incident book as a record of them being informed.

A copy of the report is filed in the child’s personal file.

In the case of parents who are separated, both parents will be informed of the accident/incident as appropriate.

The management team will decide to seek medical advice if necessary, the emergency procedure should then be followed.

The management team will observe for repeated accidents/incidents (risk assess) and take the necessary action to limit these.

A risk assessment will be taken of any accident and appropriate corrective action will then be taken.

The Early Years inspectorate will be informed of any serious incident/accident as directed in the Childcare Act 1991 (Early Years Services) Regulations 2016.

November 2022