



Accidents and Incidents Policy

Policy Statement

Grace Park Montessori Pre-School is committed to ensuring the safety and well-being of all who attend the service and procedures and practices are in place to ensure that we provide 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 *Health, Safety and Welfare at Work Act, 2005*.

Rationale

It is the policy of Grace Park Montessori to do as much as possible to ensure that accidents and incidents are avoided. To that end, Grace Park Montessori has undertaken the following **preventative measures**:

- We have a Health and Safety Policy and a Risk Management Policy in place and we carry out regular risk assessments both indoors and outdoors. All staff receive regular support and supervision and are encouraged to reflect on their practice and to reasonably foresee the consequences of actions.
- All staff have appropriate qualifications to ensure that they provide the required level of care and attention to safeguard all children in our setting. 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.
Staff are familiar with the policies and procedures in our service and there are induction training is given to all new staff.
- A fully stocked first aid box is provided with a 'Contents' checklist is readily 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. Records are accessible to all relevant staff in case of an emergency and the service has an arrangement with the local surgery in case of an accident or sudden illness.
- The Manager and or First Aid Officer has a properly installed child car seat suitable for 2 to 6 year olds in the event that a child has to be transported to hospital or a doctor. All vehicles are roadworthy, insured, tested and taxed. Drivers hold full driving licences.
- If a staff member has 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.

In the case of a minor accident or incident

The child or children is attended to immediately and a staff member alerts the Directress who is the First Aid Officer to 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 and Incident Book, counter signed by the Directress 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 and Incident Book.

In the case of an accident requiring medical intervention

The Directress (First Aid Officer) is informed immediately.

Treatment will be assessed while the child is comforted.

The First Aid Officer will telephone the local doctor on call or an ambulance.

The First Aid Officer will provide the emergency services with the child's name, contact numbers and any known allergies/ medical records.

The First Aid Officer will contact the child's parents or guardians by telephone. The exact time and date the call was made will be recorded.

A member of staff will accompany the child to the Doctor or Accident and Emergency Department, having notified a parent or relative of the need to attend. Remaining staff will reassure the other children and, if necessary, explain the accident to other parents. Staff who witnessed the accident are required to fill in the accident report form. The child's record card is brought for reference purposes

Reporting and Record Keeping

All accidents (minor or major) and incidents are recorded in the Accident and Incident Book, counter signed by the Directress who is the First Aid Officer, shared with parents and signed and a copy kept on the child's individual file, as well as in the Accident and Incident Book is stored on the premises until the child reaches the age of 21.

All non-minor accidents are reported to the insurance company at the time of the accident. All accidents and incidents are reviewed in line with our Health and Safety Policy. The conditions under which Túsła must be notified of an incident are also observed.

The First Aid Officer at Grace Park Montessori is: Ms Jozefa Chrobak.

This Policy is to be read in conjunction with our

- Health & Safety Policy
- Staff absence Policy
- Risk management Policy
- Staff training Policy
- Supervision Policy

Signed by: *Jozefa Chrobak*

Józefa Chrobak
Directress

Reviewed on:	5 December 2022
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