



Accidents and Incidents Policy

Policy

Seed to tree Childcare takes the safety of children, parents/guardians and staff in our service very seriously. We have developed procedures to address any potential accidents and incidents in seed to tree childcare to prevent their reoccurrence, and the reporting of such accidents and incidents. This policy is available to be communicated to all parent/guardians.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Tusla Early Years Inspectorate Quality Regulatory Framework.

An emergency contact list and critical incident action guide with all relevant contact persons and details is displayed on the notice board and the office for the most effective response in case of an emergency. This is to ensure the best possible action and steps are followed. **Seed to tree childcare** will inform the regulatory bodies (Tusla, Public Health, Health and Safety Authority, City/County Childcare Committees, Insurance companies) as necessary following an accident or incident. Children must tell a member of staff if an accident has occurred or if they feel unwell.

Preventing Accidents and Incidents:

- Seed to tree childcare ensures that all children are adequately supervised to prevent accidents and incidents occurring and for the immediate response of a staff member if an accident/incident occurs.
- The adult:child ratios outlined in the regulations are adhered to at all times. There are adequate staff to cover absences.
- Staff have an awareness of each child in their care and understand their stage of development and ability.
- While children are present at seed to tree childcare, exit doors will be closed and held shut by simple fasteners that can be quickly opened in an emergency. Finger guards are in place.
- All medication and cleaning products are labelled and correctly stored out of reach of children
- External doors have an intercom security system with buzzer.
- During seed to tree childcare Early years, only members of Staff, parents, guardians, announced visitors have access to the premises.
- When entering or leaving the premises, all doors to be securely closed.
- The seed to tree childcare building is checked at the beginning and end of each session and is securely locked when all Staff have left.
- Children must never enter the kitchen.



- Risk assessments are conducted regularly and are reviewed by our safety officer on a monthly basis. Changes are made following risk assessments if necessary
- Staff assess the environment in seed to tree childcare on a daily basis to ensure that hazards are removed and do not pose a danger to the children in our care
- All material and equipment in seed to tree childcare are only used for its intended purpose. Staff remind children of this when necessary.
- The Safety Officer in seed to tree child care ensure that the safety statement is documented and implemented at all times. The Safety Statement is available at our main reception.
- All our equipment meets with Safety Standards and is checked on a regular basis. Where necessary, equipment is repaired or replaced.
- Staff undergo training in preventing accidents and incidents and over 80% of our staff are trained in first aid.
- Risk assessments are carried out regularly in seed to tree childcare.

Clothes:

- Footwear: Flip flops and other open sandals without back strap are not allowed in **seed to tree childcare**.
- High heels on children's or adult's shoes are not allowed
- Shoes which are broken and/or do not fit the child are not allowed in **seed to tree childcare**- staff will approach parents if there is reason for concern.

Accidents & Incidents:

- All accidents and incidents will be recorded, and the relevant documentation will be completed. An Accident and Incident Form has to be signed by parents, Staff and Supervisor.
- Accidents will be monitored by designated safety officer(Pooja Patidar) in order to identify any safety hazards or unusual behaviour in children. Accidents and incidents are regularly reviewed and changes to practice, policy or equipment are made as needed.
- Staff are aware of their role if an accident or incident occurs in Named Service.

Risk Assessment:

Risk Assessments will be carried out regularly on equipment and premises in accordance with our safety statement. *Please see a detailed risk assessment in our Risk Management Policy.*

A risk assessment is carried out after an accident or incident has taken place in **seed to tree child care**.

First Aid:

All Staff will deal with any minor accidents quickly and efficiently. Staff will wear gloves when cleaning body wounds or coming into contact with body fluids e.g. nose bleeds, vomiting.



Our staff are First Aid certified and also at least one First Aid Response trained first aider is on the premises at all times as per Regulations. All staff attend regular First Aid refresher courses. All staff know who the FAR trained staff member is on the premises and in the event of a serious accident the FAR staff member is sought.

Correctly stocked and regularly checked First Aid kits are available in each room of the service.

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 Relevant Person to access treatment if and as necessary. If it is a minor incident the staff 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 Relevant Person on site at the time of accident and shared with the child's parents on arrival. A copy of the incident will be kept on file in the Accident & Incident Book.

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

- Relevant Person will be informed immediately.
- Treatment will be assessed, while the child/children will be comforted and attended to.
- Relevant Person will telephone the local doctor on call or the ambulance.
- Relevant Persons will provide the emergency services with the child's name, contact numbers and any known allergies/medical records.
- Relevant Persons 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 parents/carer arrives, an adult known to the child must accompany him/her to hospital and stay until the parent/carer arrives.
- The child's application form must be brought for reference.

If the accident does not warrant outside intervention:

Appropriately trained staff will treat the injury and the person who witnessed the accident will complete the accident and incident form. This will be read and signed by Relevant Person and signed by the child's parent/guardian. The accident report form is kept in the Accident and Incident Folder. Minor accidents will be treated in the childcare premises and parent/carers will be advised of the injury and the action take when the child is collected or telephoned in advance.



Accident and Incident records:

An accident and incident report is completed when it is safe to do so after an accident or incident with the following information recorded:

- Name, date of birth and age of the child or adult affected.
- Name of person/s dealing with the accident/incident
- Date and time of the accident/incident.
- Place of the accident/incident.
- Detailed description of the accident/incident.
- Circumstances surrounding the accident/incident, including any apparent illness or symptoms.
- Name of the parents/guardians contacted and the time they were contacted.
- Nature of the injury.
- Treatment provided – medication or First Aid administered.
- Medical personnel or emergency services contacted and time of contact.
- Details of any person(s) present.
- Details and signatures of any witness/es.
- Names of those to whom the accident was notified and date and time.
- When the child was collected and by whom or removed to hospital.
- Details of the accident area/layout including the number of adults and children present.
- Details of all communications with parents or guardians in relation to the accident/incident.
- Signatures of parents or guardians.
- Details of any investigation completed in relation to the accident/incident.
- Details of all required corrective and preventative actions taken.
- Details of any changes made to policy and/or practice following the review of the accident or incident.
- Name and signature of the person writing the report.
- Time and date of the report.
- Details of whether the incident/accident has been notified to Tusla – see Appendix B.

Details of notification of the accident/incident to other external party such as:

- Tusla Social Work Services if there is a child protection concern.
- Garda Síochána where there is a danger to staff or children, or a criminal offence.
- Health and Safety Authority where the incident is dangerous, or a staff member has been injured as a result.
- The Service's insurance, where appropriate.

Reporting to Tusla Early Years Inspectorate

In addition, a Notification of Incident Form is completed and submitted to Tusla Early Years Inspectorate where any of the incidents that require notification to Tusla occur. The form used and details of notifiable incidents are available at www.tusla.ie/services/preschool-services/notification-of-incidents-form/



Seed to Tree Childcare,
Email: seedtotreechildcare@gmail.com
Web: <https://seedtotreechildcare.ie/>
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Retention of records

Records are retained securely and confidentially for a period of two years from the date on which the child to whom the record relates ceased to attend the service.

Last Review Date of this policy: 11-Jul-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.



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