



**ALEXANDRA COLLEGE**  
DUBLIN

## Alexandra College Preschool: Accident and Incidents Policy

Alexandra College Preschool is committed to safeguarding children, staff, parents and all visitors to our school. We have procedures and practices in place to ensure that we are providing a safe place for children, staff and parents.

The policy is underwritten by the Child Care Act 1991 (Early Years Services) regulations 2016 and the Safety, Health and Welfare at work Act (2005)

In Alexandra college Preschool, we take the following measures to prevent accidents and incidents occurring:

We have appointed a First Aid Officer and a Health Safety Officer.

We have a Health and Safety Policy and Procedure, a Risk Management policy and 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 to 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 promptly. All staff familiarise themselves 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, easily identifiable and in a location that 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 the case of an emergency. There is a nurse on the premises in case of an accident or sudden illness. 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**

The child will be attended to immediately and a staff member will alert the 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 and Incident Book, signed by the Lead Teacher and shared with the Child's parents on arrival. A copy of this will be retained in the Incident and Accident book.

### **In the case of an accident which requires medical intervention, the following procedure is in place**

The Manager and the first Aid Officer will be informed immediately. Treatment will be assessed while the child is comforted and attended to. The Manager/First Aid Officer will call a doctor or an ambulance and 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 phone. The exact time and date the call was made will be recorded. A member of staff will

accompany the child to the GP/emergency room if the parents are not available . Staff who witnessed the incident will fill in the accident report form. If a child has to go to hospital before the parent arrives, an adult knows to the child must accompany her to the hospital and stay until the parent 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 incident form. This will be read and signed by the manager and signed by the child's parent. The accident report form is kept on file and stored until the child is 21 years. Minor accidents will be treated in the childcare premises and parents will be advised of the injury and the action taken, when the child is collected/telephoned in advance.

**Reporting and record keeping**

All accidents (minor or major) and incidents will be recorded in the Accident and Incident book, signed by the manager or first Aid Officer, shared with the parents and signed and a copy kept on file. This will be stored until the child reaches 21. All accidents must be reported to the Insurance company at the time of the accident. All accident and incidents will be reviewed in line with our Health and safety Policy. The conditions under which Tusla must be notified of an incident is available on the Tusla Early Years Inspectorate website.

Review Date        May 2025

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Chairperson of Board of Management)

(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_