



Incident / Accident Prevention Policy

It is the policy of our childcare service 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.

Procedures:

- ❖ A Safety Statement has been prepared and is reviewed on a regular basis (see Appendix VIII)
- ❖ All new staff and volunteers must be familiar with the Safety Statement
- ❖ There are at least two adults on the premises at all times
- ❖ Children are supervised by adults at all times
- ❖ The Resource Centre must ensure that children arrive and depart safely. Written information must be kept regarding whom can collect each child and children should only be allowed to leave with authorised adults. The children must be collected at the door of the Resource Centre.
- ❖ Great care must be taken that children attending the Resource Centre cannot leave the area undetected and particular care must be paid to the safety of outdoor play area.
- ❖ When the main entrance is locked the key must remain in the position which is known and accessible to all adults
- ❖ Staff must know which children are present at any one time
- ❖ Furniture and equipment are laid out to minimise safety risks
- ❖ Only suitable and age appropriate objects are available to children
- ❖ Playgroup staff must not accompany children into the toilet cubicle but they may help children to rearrange clothing following a visit to the toilet, during dress-up play etc.
- ❖ All harmful chemicals must be stored in a separate part of the building in a locked cupboard.
- ❖ All kettles etc. must be kept out of the children's rooms and out of reach of the children.
- ❖ Children must be shown how to carry objects carefully, i.e. pencils, scissors and never to run with anything in their mouths and unsuitable objects i.e. nuts, lollipops, polystyrene etc., must not be available to the children.
- ❖ Children must not have access to the kitchen area or the street and only have access to the outdoor play area when accompanied by staff.
- ❖ Staff must not drink hot beverages, in the children's room.
- ❖ Smoking is strictly forbidden by staff on the premises.
- ❖ Safety checks on the premises both indoor and outdoor must be made regularly.
- ❖ There is CCTV in operation in all childrens' areas, in and out for the safety of the children and staff.
- ❖ Children attending the After-school service must along with their parents agree and sign the conditions of crossing the road (see Appendix IX).
- ❖ Parking, a letter goes out to all the parents regarding our best practice on parking (see Appendix X).



Incident and Accident Policy (cont'd.)

In the event of an accident

- ❖ The First Aid Box is always fully equipped, easily identifiable and in a location known to all adults.
 - ❖ Substances, which may cause allergies, are not included in the first aid box.
 - ❖ Medical supplies in the First Aid Box are checked regularly by a designated person to ensure that any out of date or missing items are replaced.
 - ❖ At least one member of staff who holds an up to date First Aid Certificate is on the premises at all times. First-aid courses must be completed by staff every two years.
 - ❖ Records are accessible to all relevant staff in case of an emergency, as must parental permission and other information in case of emergency.
 - ❖ 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 even minor ones, are recorded in the Accident Book, which is shown to the parent / carer, who then signs
 - ❖ 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, 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
 - ❖ All accidents must be reported to the insurance company
- ❖ An incident book must also be kept by the Resource Centre Manager and all incidents must be entered as soon as possible after they occur.

See Appendix XI for Accident / Incident Form

Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors

Date _____

Date _____

By _____
Manager

By _____
Chairperson