



Little Ladybird Creche & Montessori

Policy #1

Accidents, Incidents or Injuries

Introduction

Parents/carers expect that injuries to their children will be taken seriously and that quick, efficient treatment will be available. They expect serious investigation and, if necessary, remedial action to be taken to ensure a similar accident cannot occur again. The purpose of the policy is:

- To help to prevent accidents and injuries.
- To ensure that in the event of accident, incident or injury, necessary actions are taken to protect the safety, health and well-being of children and staff members.
- To ensure that any accidents, incidents or injuries are managed with control and precision and that the child's welfare is a priority.
- To ensure the provision of a structured procedure for staff to deal with emergency situations.
- To provide parents with appropriate information to make necessary decisions.

Definitions

Unintentional injuries may result from choking, falls, burns, drowning, swallowing toxic or other materials, cuts from sharp objects, exposure to environmental hazards such as chemicals or lead, animal bites or other accidents.

Intentional injuries are usually due to bites, fights or abuse.

Policy Statement

Where there is an accident or an incident involving a child, staff members must ensure that the child is attended to, proper treatment is given and appropriate measures are taken to avoid a recurrence.

Injuries require immediate action. The injury must be assessed to determine what type of medical attention, if any, is required. At least one person working with the children should have up-to-date training in First Aid. At a minimum, a person trained in First Aid for children must be on the premises at all times. A person with training in First Aid for children must accompany the children on outings.



Procedures & Practices

Preventing injuries

The risk of an injury happening is directly related to the physical environment and children's behaviour and how these are managed. Injuries can be categorised as unintentional or intentional (see Glossary above).

Most injuries that occur in the childcare setting can be prevented by:

- Supervising children carefully.
- Checking the childcare and play areas for, and getting rid of, hazards.
- Using safety equipment for children, such as car seats and seat belts (when travelling) bicycle helmets, and padding, such as for the knees and elbows.
- Understanding what children can do at different stages of development. Children learn by testing their abilities. They should be allowed to participate in activities appropriate for their development even though these activities may result in some minor injuries, such as scrapes and bruises. Children should be prevented from taking part in activities or using equipment that is beyond their abilities and that may result in major injuries such as broken bones.
- Teaching children how to use playground equipment safely.

Dealing with accidents/Injuries

Unintentional injuries

Children are often injured unintentionally during the normal course of a day. Many of these injuries, such as scrapes and bruises, are minor and only need simple First Aid. Other injuries can be serious and require medical attention beyond First Aid. A 112/999 call or a call to a local emergency number should be made if an injured child has any of the following conditions:

- Severe neck or head injury
- Choking
- Severe bleeding
- Shock
- Chemicals in eyes, on skin, or ingested in the mouth
- Near-drowning

Injuries due to aggressive behaviour

To deter aggressive behaviour, staff members should:

- Set clear limits for children's behaviour. Explain those limits to both children and their parents.
- Explain to a child who is showing aggressive behaviour how the aggressive actions affect the victim.
- Redirect a child's aggressive behaviour by, for example, engaging the child in a sport or activity that interests the child.
- Teach and reinforce coping skills.
- Encourage children to express feelings verbally, in a healthy way.



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- Provide acceptable opportunities for children to release anger. Running outside, kicking balls, punching bags, and other physical play allows children to let off steam.

If a child is bitten by another child:

- First Aid must be administered.
- Seek medical care if the bite causes bleeding.
- Notify the parents/carers of both children if the bite causes bleeding.
- Testing the children for HIV or hepatitis B may be considered and should be discussed with the health care providers of both children involved.

A child who is known to be positive for HIV or hepatitis B **and** who bites, even after efforts to change the behaviour, must be taken out of the childcare setting until the biting ceases.

Responsibilities

The manager is responsible for ensuring that all staff members know what to do in the event of an accident/injury.

The written procedures, *agreed by the management committee*, must be made available and each staff member must be made aware of their responsibility to follow the procedure in the event of an accident. It is the responsibility of the manager to ensure that each staff member reads and understands the agreed written procedures.

Contact details for emergency services must be displayed clearly in a readily accessible location close to an easily accessible telephone.

At least one member of staff on duty must have completed a recognised First Aid course.

A First Aid box must be provided in each section of the service. The First Aid box must be accompanied by a list of essential contents. A member of staff must be designated to check that the First Aid box contents match the essential contents list at least monthly.

See Appendix A for First Aid box contents list.



Procedure in the event of an accident or incident

1. The child is to remain under adult supervision until the child recovers or the child's parents/carer or another responsible person takes charge of the child.
2. Immediate First Aid is to be given and parents/carers notified of the accident as soon as possible.
3. In the case of a more serious accident the child must not be moved and must be kept warm.
4. Phone for a doctor and/or an ambulance
5. If the child has to go to hospital before the parents/carers arrive, an adult known to the child must accompany him/her and stay until they arrive.
6. A parent/carer is to sign an accident form as soon as possible after arriving at the Centre.

In some circumstances, there may be litigation as a result of an accident and it is essential to have a clear record made at the time of what took place. (*Photographs taken immediately afterwards of, for example, the area where the incident happened, any injuries, etc. are helpful.*)

An accident/injury report will be maintained that includes:

- a) Name and age of child
- b) Date and time of accident
- c) Place of accident
- d) Circumstances of accident
- e) Name of parent/carer contacted and the time they were contacted.
- f) Nature of the injury
- g) Treatment
- h) Medical aid sought
- i) Name of person/s dealing with the accident
- j) Signatures of witness and parent/carer
- k) To whom the accident was reported
- l) When the child was collected or removed to hospital
- m) Details of the accident area/layout including the number of adults and children present



Communication Plan

All parents/carers are to be informed of the policy and procedures regarding Accidents, Incidents or Injuries on registration. Staff members will check with parents/carers that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parents's/Carer's Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in the main office.

Parents/Carers may receive a copy of the policy at any time upon request.

Parents/Carers and staff will receive written notification of any updates.

Review Date

Date:

Person Responsible:

Related Policies, Procedures and Forms

Medications Policy

- Behaviour Guidance and Discipline Policy
- Confidentiality Policy
- Health and Safety Policy
- Records and Record Keeping Policy
- Accident Report Form (see Appendix B)

References/Supporting Documents/Related Legislation

- UN Convention on the Rights of the Child
- Child Care Act, 1991
- Child Care (Pre-school Services) Regulations 2006 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006
- **Supporting Quality: guidelines for professional practice in early childhood services (3rd edition)** by Geraldine French. Barnardos' Training and Resource Service, 2008
- RoSPA Fact Sheet 8 Coping with accidents
- 'Good Practice Guidelines for Crèches' 2nd ed. NIPPA, 2002
- 'Guidelines on Policies for Childcare Services' IPPA



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Contact Information [Who to contact for more information]

Name:

Policy Created

Date:

Signatures

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