

BALLYBAY KINDERGARTEN CLG

ACCIDENT AND INCIDENT POLICY

Policy Statement

Ballybay Kindergarten CLG is committed to providing a safe and secure environment for all children, staff, and visitors. While all reasonable steps are taken to prevent accidents and incidents, we recognise that they may occasionally occur. This policy outlines the procedures to be followed in the event of an accident or incident to ensure the health, safety, and welfare of everyone in the service.

Legal and regulatory framework

This policy is guided by:

- Child Care Act 1991 (Early Years Services) Regulations 2016
- Safety, Health and Welfare at Work Act 2005
- Tusla Quality and Regulatory Framework
- Children First: National Guidance for the Protection and Welfare of Children
- GDPR (General Data Protection Regulation)

Roles and responsibilities

Measures to be taken to prevent accidents and incidents:

- We have appointed a first aid officer and a health & safety officer.
- 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.
- A fully stocked first aid box is provided with a contents checklist, easily 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.
- 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 case of an emergency.
- The service has an arrangement with the local surgery in case of an accident or sudden illness.
- If staff have 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.

Procedures

In the case of a minor accident or incident:

- The member of staff on duty will treat the injury immediately
- The child's parent/guardian will be advised of the injury and the action taken, when the child is collected/telephoned in advance.
- The staff member who witnessed the accident will complete an accident form, which will be signed by the staff member who completed the form, by the registered provider and by the child's parent/guardian.
- A copy of the accident report form is kept in the child's file and stored until the child is 21 years of age.

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

- The staff member on duty, the registered provider and/or the first aid officer will be informed immediately.
- Treatment will be assessed, while the child/children are comforted and attended to.
- The staff member on duty/first aid officer/registered provider will telephone the local doctor on call or an ambulance.
- The staff member on duty/first aid officer/registered provider will provide the emergency services with the child's name, parent/guardian contact numbers and any known allergies/medical records.
- The child's parent/guardian will be contacted by telephone.
- A member of staff will accompany the child to the GP/emergency room if the parent/guardian are not available.
- If the child has to go to hospital before the parent/guardian arrives, an adult known to the child must accompany him/her to hospital and stay until the parent/guardian arrives.
- Remaining staff will reassure the other children and if necessary explain the accident to other parents.
- Staff who witnessed the accident will fill in the accident report form.

Follow up and review

- We will notify Tusla of any serious incidents or accidents as required under Regulation 31 of the Child Care Act 1991 (Early Years Services) Regulations 2016
- All incidents and accidents will be reviewed by the principal and the board of directors to assess causes and improve procedures.
- Risk assessments will be updated where necessary.
- Staff will receive support and training if needed.

Confidentiality


All records are confidential and stored securely in compliance with GDPR and Data Protection Acts. Information is shared only with relevant parties, such as parent/guardian, Tusla, or emergency services.

This policy will be reviewed annually or as required to ensure it remains aligned with legal requirements and best practices.

This policy was adopted by Ballybay Kindergarten CLG on this 15th day of August 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: -----

Date: 15/08/2025

Version: 001