



# Accident and Injury Policy 2021

## Purpose of the Accident and Injury Policy

The purpose of the accident and injury policy is to ensure all staff and parents/guardians know The Garden Daycare Centre (TGDC) guidelines for reporting accidents, incidents and injuries. Please note that Child Protection matters and behavioral incidents are not classified under this policy and they have their own policy and or procedures.

## Who is Responsible?

It is the responsibility of every staff member to ensure that all accidents are dealt with in a timely manner.

It is responsibility of the person in charge (PIC) to ensure that all members of staff qualified in CPR and First Aid.

It is the responsibility of the member of staff who saw and administered any kind of treatment or first aid to document via an Accident Report and ensure it is signed by the parent/guardian.

All members of staff are responsible to inform the PIC when items from the first aid boxes have been used.

## Procedure of Accidents

- For all accidents staff must fill out an accident form;
  - Any accident involving a child is recorded in this manner.
- Any accident that required minor medical care e.g. Band-Aid, antiseptic cream, parents will be notified with an accident form. Parents will not be called for such minor accidents;
  - When necessary first aid will be administered by trained staff: *all staff are trained in CPR & First Aid.*
- At the end of the day parents will be notified about the accident and be required to read and sign the accident form.
- For more serious accidents' parents will be notified straight away; via a phone call.
  - Any head accidents/injuries the parent/guardian will be called and an accident form will be filled out in full detail.
  - Staff members will call parents to address any injury they deem that requires their final opinion on course of action.
- When necessary, staff will call emergency medical (911) before calling the parents/guardians.
- Accident Forms are kept on the child's file;
  - Children's files are kept for 5 years after they leave TGDC.
- Accident forms will be reviewed to check for patterns and repeat accidents and identify potential risks or hazards.

## Reporting Serious Accidents

- If an incident raises serious safeguarding concerns all TGDC parents/guardians will be notified by email ([hello@thegardenbda.com](mailto:hello@thegardenbda.com)).
- The Childcare Regulation Programme is notified as soon as possible, but within 3 days at most, for any incident that involves:
  - COVID-19 suspected in a family household
  - Food poisoning effecting two or more children;
  - A serious accident or injury to, or serious illness of, a child in TGDC care and the action we take in response.

Child's Name \_\_\_\_\_

Signature of Parent/Guardian 1 \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian 1 \_\_\_\_\_

Signature of Parent/Guardian 2 \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian 2 \_\_\_\_\_

**This document will be placed on your child's file once returned.  
The signing of this document is to confirm you have read the information in this policy.  
Please keep a copy for your records.**