



Cawley Childcare Ltd

(1/A Home from Home Creche & Kids Campus)

Policy & Procedure

Accidents & Incidents Policy

Accidents & Incidents – Cawley Childcare Ltd (T/A Home from home Creche & Kids Campus) This policy covers all premises.

Document Title:	Accidents & Incidents
Document Author:	RC
Document Approved:	Rachel
Person(s) responsible for developing, distributing and reviewing Policy	Rachel
Person responsible for approving Policy	Rachel & Danielle
Method of communication of policies to staff (email / hard copy / induction training)	Hard copy and induction
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email and hard copy available on premises
Date the Document is Effective From:	November 2022
Scheduled Review Date:	November 2023

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Child Care Act 1991 (Early Years Services) Regulations 2016([Siolta Standard 9: Health and Welfare](#)) ([National Standard 1: Information](#), [National Standard 3: Working in Partnership with parents or Guardians](#), [National Standard 4: Records](#), [National Standard 9: Nurture and Well-Being](#), [National Standard 12: Health Care](#), [National Standard 14: Sleep](#), [National Standard 18: Facilities](#), [National Standard 19: Equipment and Materials](#))

Accidents and Incidents Policy

At Cawley Childcare settings (Home from Home Crèche and Kids Campus we are aware that accidents and incidents may happen in the everyday lives of the young children who use our services due to the risks they may encounter and the challenges they may face while they take part in their learning and development activities.

With these concerns in mind:

- We will comply strongly to health and safety guidelines set out by Tulsa and the HSE.

We are determined to put the child's and staff's safety first at all times.

Staff members will have first aid and health and safety training and will:

- Keep an accident/incident record in the appropriate Incident Book which must be signed by staff present at time of incident, manager and parent(s) signature.
- Advise supervisor / manager of the accident/incident when it occurs so the child can be monitored, and a decision will be made if a parent needs to be contacted.
- Inform Parents of the accident/incident on the day it happens.
- After signing the report, a copy must be given to the parent.
- In necessary cases, take the child to the Bracken Clinic or Temple St Children's Hospital by ambulance or car as deemed necessary. Parents will be contacted immediately.
- Notify the Child Protection Officer in the service if required.
- On a regular basis we will consider risks and hazards in this early years' setting both indoors and outdoors by carrying out regular risk assessments to identify and solve issues as soon as possible and to hopefully prevent accidents from happening where possible.

Please also refer to Safeguarding Policy for more details.