

ACCIDENT AND INCIDENT POLICY

Policy Statement of Intent

Mallusk Community Playgroup are committed to creating a safe environment for the children in our care. From time to time children and adults will have an accident or an incident in the playgroup setting that cannot be foreseen. We promote healthy lifestyles and physical movement which at times can cause these unforeseen injuries.

Procedures

Whenever there has been an accident or an incident at playgroup, this will be recorded on the accident/incident form in significant details as follows:

- ✓ Provide a record of what actually happened;
- ✓ Record any issues which might need addressing to prevent further accidents/incidents;
- ✓ Share these details with the child's parent/carer.
- ✓ Records will be held until the child's 21st Birthday.

Notes on completing accident/incident form

The accident/incident forms are located in the register. Once the form has been completed and the parent/carer signs the form, place it in the section of the register allocated.

It should be remembered that the child's parent/carer will be asked to sign each entry where their child is involved in an event. Therefore it is very important to record the event in positive language. Where two or more children are involved it may sometimes be preferable to refer to the children without naming them (child a or child b).

Sharing an entry in the accident/incident book with Parent/Carer

Ideally this should be carried out as soon as possible when the child is being collected from the playgroup setting. If for any reason this is not done, the Playgroup Leader or the Deputy Playgroup Leader must be informed. They will contact the child's parent/carer to make them aware of the accident/incident.

The Parent/Carer must sign and date the accident/incident form to show that it has been discussed.

Parent/Carers should be approached sensitively and supportively. They should be offered to go into the office to discuss what has happened.

PLEASE NOTE:

The Playgroup Leader must be informed of all Accidents/Incidents as soon as possible to sign the form.

