

123 After School Club

Accident/Incident Policy

It is the duty of all staff to ensure the prevention of accidents at the 123 Club.

All staff are responsible for the following

- checking toys and equipment for safe use and disposing of accordingly
- ensuring that children are adequately supervised at all times
- reminding children to walk, not run, indoors
- practice regular fire drills

A fully trained paediatric first aider will be present in each room used by 123 club.

In the event of a child having an accident during their time at 123 Club the following procedures will be adhered to

- The child will be attended to immediately
- The child will be reassured, comforted and monitored
- First aid will be administered when and how required
- Parent/carer will be informed if necessary
- GP or ambulance will be called if required
- HSENI RIDDOR form will be completed and submitted if any child is taken to hospital or to the doctor as a result of an accident in 123 Club
- Accident form will be completed by the member of staff attending, as close to the time of the accident as possible, the other member of staff who witnessed the accident will also sign.
- Parent/carer will be asked to read and counter sign either on the day, if the form has been completed, or the next day their child attends.

Accidents will be recorded, dated and signed then filed in the Accident Folder

Staff holding current paediatric first aid certificates are

Michelle Scott
Ciara Woods

Rhona Reilly
Mary Lagan