

Accident, Incident and Emergency Policy

It is my policy to always keep children safe when they are in my care. I risk assess my premises to ensure they meet the safeguarding and welfare requirements of the Early Years Foundation Stage.

I regularly review and practise my fire evacuation procedure with all the children.

Accidents to minded children or myself:

As a registered childminder, I am required to hold a valid paediatric first-aid certificate and must continue to hold this while registered. My paediatric first-aid training is renewed as required, normally every three years.

I can administer basic first aid. My first-aid box is clearly labelled, easily accessible and stored in the kitchen. I also carry first-aid kits in my car and on outings.

Parents' emergency contact numbers are stored securely in my phone, in my car and in sealed emergency envelopes with my emergency responsible adults:

- Angie Walker (my mum)
- Denis O'Mahony (my husband)

I also have arrangements with responsible adults to provide emergency back-up cover if necessary.

I hold written permission from parents in their child's records to seek emergency medical treatment for their child if needed.

If there is an accident to a minded child:

- First, I reassure the injured child while making sure the other children in my care are safe.
- If the accident is minor and requires only basic first aid, I will deal with it myself.
- If the injury is serious or requires emergency medical assistance, I will call [999](#) (or 112 from a mobile).
- If I need to accompany or take a child to hospital, I will either take the other children with me or contact my emergency back-up cover.
- My emergency back-up adults are Angie Walker (mum) and Denis O'Mahony (husband). Parents are aware of these arrangements.
- If my emergency back-up adult needs to take responsibility for the other children, they may contact parents and ask them to collect their child as soon as possible.
- If I deal with the accident myself, I will inform the child's parents on the same day, or as soon as reasonably practical, and tell them what first aid was given.
- If I accompany or take a child to hospital, I will contact the child's parent and ask them to meet me at the hospital where possible.

If I have an accident while children are in my care, I will seek help from the nearest responsible adult and contact my emergency back-up adults, as necessary. I will always do my best to ensure that children in my care are kept safe, reassured and calm.

Accidents off site: When away from my home, I will have parents' emergency contact details available to me and will follow the same procedures should an accident occur. I take a small first-aid kit with me when away from home.

Incidents: An incident is a non-medical emergency that requires an immediate response or a change to the normal routine. I will use my existing planned procedures as far as possible in the event of an incident, including:

Missing child: I will follow my Missing Child Policy and procedure.

Gas leak/fire: I will follow my Emergency Evacuation procedure.

Challenging or aggressive behaviour from a child: I will follow my Behaviour Management Policy and procedure.

Flooding: I will monitor the situation and follow my Emergency Evacuation procedure if necessary.

Threatening behaviour from an adult: I will remove the children from the situation to a safe place and, if necessary and when safe to do so, contact the Police on 999. I will contact parents as soon as possible so that, where necessary, they can collect their child.

Recording: I will keep a written record of accidents and injuries, including any first-aid treatment given. Parents will be informed of any accident or injury to their child on the same day, or as soon as reasonably practical, and will be informed of any first aid treatment given. Where appropriate, parents will be asked to sign the record and will be provided with a copy. All completed records will be stored securely in accordance with my Data Protection Policy.

If there is a serious accident, illness or injury to a child, or a child dies while in my care, I will notify Ofsted as soon as reasonably practical and, in any event, within 14 days of the incident occurring. I will also notify the appropriate local child protection agency where required and follow any advice given.

I will also notify my insurance company where appropriate.