



Accident / Incident and Emergency

Policy statement: Accident / Injury and emergency

It is my policy to keep children safe when they are in my care.

My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England. I also regularly review, update and practise fire evacuation procedures when possible. I record dates and times of fire drills.

Accidents to minded children, childminder's own children, or the childminder.

As a registered childminder, I am legally required to have a valid first-aid certificate before registration and to ensure that my first aid training is renewed every 3 years.

I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. It is stored in the downstairs toilet. Parent contact numbers are kept securely with the first-aid box. I also carry a first aid kit with me when on outings.

I hold written permission from parents *in my Registered childminder toolkit box* to seek emergency treatment for their child if it is needed.

I have an arrangement with another 2 other registered childminders to provide emergency back-up cover if necessary.

Emergency back-up cover

Back-up registered childminder	Name: CLAIRE LANCASTER Telephone: 07493080795
Back-up registered childminder	Name: TINA YENDAL Telephone: 07960756664
Known responsible adult	Name: ANNE NOLAN Telephone: 07511639195

Procedure (how I will put the statement into practice)

If there is an accident to a minded child or childminder's own children:

- First, I reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where I can see them.
- Then, if the accident is a minor one and requires only basic first aid, I deal with it myself. If not, I will ring 999 (or 112 from a mobile) for help.
- If I have to accompany or take a child to hospital, I either take the other children with me, or call my emergency back-up cover. This will be another registered childminder or known responsible adult. These people will be made known to parents at the settling-in visit and are named on the previous page.

If there is an accident / Injury, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

If I manage to deal with the accident myself, then I will tell the affected child's parents immediately and advise of any first aid treatment given.

If I am unable to help the child or if I am concerned about an injury, I will –

- Contact emergency services to request an ambulance – 999 from the house phone and 112 from a mobile phone.
- Follow advice from emergency services.
- Inform parents as soon as possible to come and collect their child or meet them at hospital depending on what is decided.
- If necessary, send the child with emergency services in an ambulance.

Please note that I will normally be unable to travel with the injured child due to having other children in my care.

If I or any of my own children have an accident, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted.

I will do my best at all times to make sure the children in my care are safe, reassured and kept calm.

After a serious accident, in addition to parents, I am required to notify –

- Ofsted - enquiries@ofsted.gov.uk
- The Health and Safety Executive - <http://www.hse.gov.uk/riddor/>
- My insurance company.

I will make all records including my Risk Assessments and my **Accident Records** available to other agencies or professionals on request.

It is important that parents tell me about any accidents or injuries their child has had at home so I can make a record of what happened and contact emergency services or take advice from the child's doctor if they are ill during the day.

Accidents off site:

I will carry parents' contact details stored on my mobile phone with me when I am away from my home, in order to follow procedures above should an accident occur off site.

I will take a small first aid kit with me when away from home.

Incidents

An incident is a non-medical emergency which causes the need for an immediate response/change of routine in the setting.

I will use existing planned procedures as far as possible in the event of an incident which affects my setting as follows:

Missing child – I will follow my Missing Child policy and procedure.

Gas leak/fire – I will follow my Emergency Evacuation procedure as detailed below.

Challenging/aggressive behaviour of a child – I will follow my Behaviour and house rules policy and procedure.

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

Threatening behaviour of an adult – I will seek to remove the children from the situation to a safe place and if necessary and when safe to do so I will call the Police on 999.

I will contact parents as soon as possible so that, if necessary, they can collect their child.

Emergency evacuation procedure

Should an emergency occur that requires me to leave the setting the following procedure will apply:

1. Sound the alarm (this is a whistle)
2. Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety) and wait in a safe place (top of the main path away from the house)
3. Take:

- a. Attendance Record for the day
 - b. Contact numbers.
 - c. Mobile phone
4. To ring 999 (or 112) and request the attendance of the Fire Brigade and ambulance service if required.
 5. To follow advice from the Emergency Services in the event of being caught up in a terrorist or other attack.
 6. To make every effort to contact parents or children's emergency contacts (see Emergency Contact Information form) and ask them to collect.

Other emergencies:

Should any other emergency occur (e.g. a member of my family becoming ill in my home) I will contact parents as soon as possible. I expect parents to contact me if they are involved in an accident or emergency .

Should it not be possible for parents to contact me, then I will keep the children safe until such time as parents can make contact with me.

Recording:

I will record all details in my accident, incident book and make these available for parents to sign and provide a copy for parents. I will ensure that all completed forms are stored in accordance with my Data Protection policy.

If the incident is significant, I will inform Ofsted, the local child protection agency, the Health and Safety Executive and my insurance company as soon as is reasonably practicable but in any event within 14 days of the incident occurring.

Written by Emma Marshall

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I will handle all data as required under GDPR Guidance

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