

## Accident/Incident Policy

The safety of your child is paramount and I will take every measure I can to protect your child from hurting itself. I risk assess my premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage. I also regularly review, update and practise fire evacuation procedures. I record dates and times of fire drills.

As a registered childminder, I am legally required to have a valid paediatric 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 **on my kitchen worktop**. Parents' emergency contact numbers are kept securely with the first-aid box.

I hold written permission from parents **on the Medical emergency permission form** to seek emergency treatment for their child if it is needed.

I also have an arrangement with another registered childminder/responsible adult to provide emergency back-up cover if necessary, details below.

If an accident occurs I have written the following procedure on how I will deal with such a situation:

- I will comfort the child and reassure them
- I will assess the extent of their injuries and if necessary call for medical support/ambulance
- I will carry out any necessary first aid procedures that my paediatric first aid qualification allows
- 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 below.
- Once the child is more settled I will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/ meet me at the hospital

After every accident, however minor I will:

- complete an accident/incident report
- ask you to sign the report and then provide you with a copy

### Accidents off site:

I will carry parents' contact details 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 Management 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.



# morris minors

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:

- Ensure that all the children in the setting are present.
- Evacuate to a safe area (using a buggy/ reins if there is time to do so)
- I will contact the emergency services on 999 (or 112)
- I will reassure the children and make sure that they are not unduly upset

## Other emergencies:

Should any other emergency occur (such as a terrorist attack, or a member of my family becoming ill in my home) I will contact parents as soon as possible. I expect that parents will also contact me in the event of any accident or emergency which may befall them.

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 folder, 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 confidentiality policy.

If the accident is significant e.g. if a child is taken to hospital for a broken bone 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 accident occurring.

## Emergency back-up cover

Back-up registered childminder	Name: Nicola Wheeler Telephone: 07535112302
Known responsible adult	Name: Joan Fry (My mum – lives next door) Telephone: 01622 717410

Date policy was last reviewed	21/05/2016
This policy is due for review on the following date	21/11/2016

