

ACCIDENT, INCIDENT AND EMERGENCY POLICY

Policy statement: Accident, Incident and emergency

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

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.

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

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 in the Staff area of the Green Room out of reach of Children but easily accessible to all staff. Parents' emergency contact numbers are stored in the draws next to the phone in the staff area of the Green Room, and the office.

I hold written permission from parents (in the Child Record Folder, on page 4 of this document) to seek emergency treatment for their child if it is needed.

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

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 with another member of my staff.
- 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 will leave the children in the care of my assistants whilst they arrange for the children to be collected. If an additional person is required to meet the ratios, they will also be called to assist. These contacts are:

Contact 1 Michaela Stanley

Contact 2 Matt Lowe

If there is an accident, my assistants may contact you and you will be expected to collect your child straight away.

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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 accompany or take a child to hospital, I will contact the child's parent and ask them to meet me at the hospital.

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.

Accidents off site:

I will carry parents' contact details with me, stored in my travel first aid kit, when I am away from the setting, 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 the setting.

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.

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:

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- Ensure that all the children in the setting are present.
- Evacuate to a safe area (on the green across the carpark from the building).
- I will contact the emergency services on 999 (or 112)
- I will reassure the children and make sure that they are not unduly upset
- I will contact the parents and let them know the situation
- If I have to take the children to another setting (for example to my home or the home of another Childminder) then I will contact the parents and ask them to collect their child as soon as possible.

Other emergencies:

Should any other emergency occur (e.g. a member of my staff becoming ill in the setting) 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 or 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 accident is significant e.g. if a child is taken to hospital for a broken bone I will inform Ofsted, 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

Known Responsible adult	Name: Michaela Stanley Telephone: 0752367716
Known responsible adult	Name: Matt Lowe Telephone: 07519148601

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I have read and understand the Accident, incident and emergency policy.

I give my permission for the named emergency back-up people to have my contact details for use in an emergency.

I give permission for my child to be taken to hospital and be given emergency treatment providing every effort has been made to contact me.

This policy supports the following EYFS requirements:

Meeting Early Years Foundation Stage Safeguarding and Welfare Requirements

Health, accident or injury