



Accident, Incident and Emergency Policy

Rationale

I am committed to ensuring children are cared for in a safe environment that reduces the chance of accidents and injury.

Procedure

As registered childminders, we are legally required to have a valid paediatric first-aid certificate before registration and to ensure that our first aid training is renewed every three years. I hold a current Paediatric First Aid Certificate and any future assistants I employ will never have unsupervised access to children unless they hold a Paediatric First Aid Certificate and parental written permission has been given. All Paediatric First Aid Certificates are available for parents/carers to see upon request. A first aid box with appropriate content for the number and ages of children being cared for will be accessible at all times. This is regularly checked and re-stocked as necessary.

As a condition of settling in/placement, I will obtain written parental permission to seek emergency medical advice or treatment so that in an emergency, medical help can be accessed without delay.

If there is an accident or injury to a child I will reassure the injured child whilst making sure that the other children in my care are safe and reassured. I will assess the extent of the injury and will carry out any first aid procedures that are necessary and that I have been trained to do.

I will contact you straight away unless your child's injury requires emergency medical treatment, in which case I will contact the emergency services on 999 (or 112 from a mobile) for help. I will then contact you as soon as possible and accompany your child to the hospital and ask you to meet me there. I will either take the other children with me or contact an emergency responsible person (other adults living in the setting who are DBS checked and approved through Ofsted), who are able to provide emergency cover for 2 hours. This person (my husband) will be made known to parents at the settling-in visit and is named below. In the likelihood I am unable to return to the setting within the above stated 2-hour period, the emergency responsible person will contact the parents/carers of the remaining mindees to arrange early collection from the setting due to medical emergency.

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.

Emergency responsible adult residing at Hellys Angels is: **Mr James King (Childminder's husband).**

Accidents off site:

If I am outside of my premises your child may be treated or assessed by another trained professional such as the first aider within that premises or a first aid professional organisation such as St. Johns or the British Red Cross at events. We will always carry our own first aid kit, as well as parents'/carers contact details and a mobile phone with us when we are away from home, in order to follow the procedures stated above should an accident occur off-site.

Accident records need to be completed with details of the accident or injury and first aid treatment given and parents will be requested to sign these records on the same day or as soon as reasonably practicable.

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:

- 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
- I will contact the parents and let them know the situation
- If I have to take the children to another setting (for example to the home of my emergency back-up cover) then I will contact the parents and ask them to collect their child as soon as possible.

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 have a duty to inform Ofsted of any serious accident, injury to, or death of, any child whilst in my care and of the action taken. Notification must be made as soon as practicable, but within 14 days of the incident occurring otherwise I would be committing an offence. I also have a duty to inform the local child protection agencies and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) of any serious accident or injury to a child in my care and act on advice given from the agency.

I will need to inform my insurance company of any details relating to a serious accident or injury. It is important that you keep me informed regarding your child's condition following an accident or injury that has occurred whilst in my care and if you have sought medical advice. This will ensure I will continue to meet your child's needs whilst in my care and enable me to make the correct notification should it be necessary at a later date.

If I have an accident, I will get the nearest responsible adult to help, while my emergency back-up cover is being contacted. This is in line with my Safety on Outings Policy. After a significant event I will seek additional support to maintain children's well-being if needed.

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	