

Date policy written: 17/08/2021
Date policy reviewed: 6/08/23

Accident/Incident Policy

Statement

It is my responsibility to keep children safe whilst in my care.

The premises meet the requirements set out in the Early Years Foundation Stage statutory framework and risk assessments are carried out regularly. Safety routines are reviewed and emergency evacuation procedures are practiced with the children.

As a registered childminder I am trained to administer basic first-aid treatment. The first-aid box is clearly labelled and easily accessible. It is stored in the kitchen and the contents included are recommended by the First Aid trainer and replenished as necessary.

Contact details are available and include prior written permission from parents to seek emergency advice and treatment for their child if necessary.

Procedure

- While dealing with an accident, the injured child will be reassured and the safety of the other children in the setting will be ensured
- The situation will be assessed and if appropriate First Aid treatment will be carried out
- Parents will be contacted as soon as possible and, if necessary, asked to collect their child.

If I cannot deal with the accident myself:

- The emergency services will be called for medical support
- First Aid procedures will be carried out whilst waiting for the ambulance.
- The parents will be contacted as soon as possible and either met at the setting or at the hospital.
- If there are other children in the setting my emergency back up will be contacted
- If accompanying a child to hospital appropriate emergency back up procedures will be arranged
- Parents of the other children in the setting may be contacted to collect their child/ren.

If the accident involves an adult working in the setting:

- The situation will be assessed and if appropriate First Aid treatment will be carried out
- Emergency back up will be arranged
- If the accident cannot be dealt with at the setting the emergency services will be called
- The adults emergency contact will be informed
- Parents of the children in the setting will be contacted and informed and may be expected to collect their child/ren

If the accident occurs away from the setting:

- The situation will be assessed and First Aid treatment will be carried out if required.
- The emergency services will be called for medical support if necessary.
- The parents will be contacted as soon as possible and either met at the location of the accident, back at the setting, or at the hospital.
- If there are other children present their safety will be ensured and the emergency back up will be contacted
- If accompanying a child to hospital appropriate emergency back up procedures will be arranged
- Parents of the other children in the setting may be contacted to collect their child/ren.

After an accident/incident:

- An accident report will be completed
- Parent will be asked to sign the accident book as soon as possible after the accident
- a risk assessment will be carried out and any actions identified will be implemented
- Serious accidents, illness, or injury to, or the death of any child whilst in the settings care will be reported to Single Point of Access (SPA).
- Ofsted will be informed within 14 days of the accident/incident occurring.
- The settings Insurance company may be informed.
- If the accident involves an adult in the setting RIDDOR will be informed.

Emergency back-up cover

Back-up registered childminder	Vikki Burgess / 07930613395
Known responsible adult.	Marie Joubertt /07940813318

