

**Clementine Webster**

**Policy statement: Accident, Incident and emergency**

It is my policy to keep children safe when they are in my care. The Early Years Foundation Stage (p.28) requires me to deal with accidents, incidents and emergencies in a certain way, the details of which are listed below.

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 on the shelves in the dining room and is clearly labelled ‘First Aid’. Parents’ emergency contact numbers are kept securely with the first-aid box.

I hold written permission from parents in the filing cabinet in the walk in cupboard in the kitchen 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.

**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, in the sitting room or at the dining room table, in a high chair if necessary, 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 below.

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

## **ACCIDENT, INCIDENT AND EMERGENCY**

---

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 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.

I will ensure I have a mobile phone with emergency contact details already entered.

### **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.

## ACCIDENT, INCIDENT AND EMERGENCY

---

### 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) **The safe area we will use is the far side of the parking area through the back gate, at the side of the house.**
- 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 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 confidentiality policy. The accident and incident book is kept on the shelves in the dining room.

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.

**ACCIDENT, INCIDENT AND EMERGENCY**

**Emergency back-up cover**

Back-up registered childminder	Name:  Telephone:
Known responsible adult	Name:  Telephone:

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 \_\_\_\_\_ *[name]* to be taken to hospital and be given emergency treatment providing every effort has been made to contact me.

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Date policy was written	
This policy is due for review on the following date	

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage Safeguarding and Welfare and Ofsted requirements

### Health, accident or injury

## Links to your PACEY Professional Standards - Member

### 2. Enabling environments

- E1.1 Plan and organise my setting to make sure it is safe and welcoming.

### 3. My professional role

- P1.1 Reflect on and develop my practice.

### 4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.

## Links to your PACEY Professional Standards - Affiliate

### 2. Enabling environments

- E1.2 Plan and organise my setting to make sure it is safe and welcoming

### 3. My professional role

- P1.2 Reflect on and develop my practice

### 4. Childcare service

- S1.2 Meet relevant laws, regulations and benchmarks for quality