

## **Accident and Emergency Policy**

It is my absolute priority to keep the children in my care safe. My premises have been checked and they meet the requirements of Ofsted and the Early Years Foundation Stage. I will regularly review, update and practice safety routines.

As a childminder, I am legally required to take a valid first-aid certificate before registration and then every three years afterwards. I can administer basic first aid treatment, and my first aid box is labelled and easily accessible and stored in my kitchen. Parent's contact numbers are also listed in the First Aid Box.

I hold written permission from parents to get emergency treatment for their child if it is needed. The Emergency Treatment form is attached to this policy. This will need to be completed before the commencement of care.

If there is an accident:-

- First, I will reassure the injured child while making sure that the other children in my care are safe.
- Then if possible, I will deal with the accident. If not I will ring the emergency services for help.
- If I have to accompany or take a child to hospital, I will either take the other children with me, or call my emergency back up cover. This will be another registered childminder or responsible adult. These people will be known to you and are named below.

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

If I manage to deal with the accident myself, then I will contact the parents immediately.

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

If I have the accident, I will get the nearest responsible adult to help, while my emergency back up is being contacted.

I will do my best at all time to make sure the children in my care are safe and 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. These will be form of contact numbers stored on my mobile phone.

**Other emergencies**

Should any other emergency occur (such as a member of my family becoming ill in my home) I will contact parents as soon as possible. I will follow the procedures set out in my Unexpected closure policy and I will 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 book, and make these available for parents to sign and provide a copy for parents.

If the incident is significant I will inform Ofsted and the local child protection agency, the Health and Safety Executive and my insurance company as soon as possible.

**Emergency Back Up Cover**

Back-up registered childminder	Sheralee Matravers 01643 841008
Known responsible adult	Sarah Harding 01643 841520

I have read and understand the Emergency and Accident Policy and give my permission for named emergency back up people mentioned above to have my contact details in an emergency.

Please ensure that parents have also completed Emergency Treatment Form.

**Other policies and documentation linked to this policy**

Local Safeguarding Board

Unexpected closure policy

Emergency Treatment form

Administrating Medicines policy

Procedure Adopted in Death or serious Accident policy

Sickness and Infectious Diseases policy

RIDDOR procedures [www.hse.gov.uk](http://www.hse.gov.uk)

Accident / Incident forms

Child record Forms/ Medical forms

First Aid Certification

Emergency Contact Forms

Ofsted documentation ref: 110009 (fact sheet about serious accidents, injuries and deaths)

Date:

Parents Signature:

Childminders signature:

Reviewed 13/09/11