

## Procedure to be adopted in the event of serious incident resulting in the death of a child within the childcare provision

- **Administer emergency aid**

As a childminder I would have to assume charge of the incident. I would administer First Aid and will remain with the child/children until help arrives. I attend First Aid Training every three years; I have a First Aid kit situated in my Kitchen and check its content termly.

- **Contact Emergency Services**

I will contact emergency services and await their arrival; I will give them details of my location and my contact number and a description of the incident and the child/children's condition. I will give them any details such as any medical history about the child i.e allergies etc.

- **Reassure other children/persons present and where possible remove them from the scene.** Please see my Accident Emergency Procedures

- **Notify parents/carer/next of kin**

I will give the parents any information I have been given by the emergency services and tell them which hospital the victim will be taken to and I will meet them there.

- **Remain with victim until help arrives.**

Administering any first aid to keep the victim as comfortable as possible.

- **Comply with RIDDOR (reporting injuries, Diseases and Dangerous Occurrences Regulations) scheme. Procedures are to be found on HSE website [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm) or calling ICC on 0845 300 9923**

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0845 300 99 23.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

- **Notify County Health & Safety Unit**

- **Notify OFSTED**

I would notify Ofsted on 0300 123 1231 and keep a record of the time and a description of the conversation. This will be done as soon as possible but at least within 14 days of the accident or incident occurring.

- **Complete appropriate forms.**

I will complete any necessary forms which will include an Accident or Incident form and will notify my Insurance so I can get an incident number. Also I will complete any other forms request by other authorities.

- **Arrange counselling for parents/carers/staff/children where deemed necessary**

I would contact my Early Years Support Officer, Alison Highfield, Tel: 01823 to help me and council me in this situation.

I would give parents some details of support available see below:-

Not Too Young to Grieve' resources and training materials from Childhood Bereavement network

Email; [cbn@nbc.org.uk](mailto:cbn@nbc.org.uk) or call 020 7843 6309 or visit their website [www.childhoodbereavementnetwork.org.uk](http://www.childhoodbereavementnetwork.org.uk)

Winstons Wish provides

Support and guidance to bereaved children, families and professionals. Helpline 08452 03 04 05

Email [info@winstonwish.org.uk](mailto:info@winstonwish.org.uk) or visit [winstonwish.org.uk](http://winstonwish.org.uk)

- **Review the Incident**

Make notes and access procedure to see I could make any changes to prevent accident or incident reoccurring seek advice from Early Years professionals. Then inform parents of any changes.

**Other relevant documentation to this policy is:-**

**Emergency Closure**

**Who can collect child / uncollected child policies**

**Accident and Emergency Policy**

**Emergency Treatment Form**

**Medical Forms**

**Accident and Incident Forms**

**Child Record Form**

**Sickness and Infectious diseases Policy**

**COSHH procedures** [www.hse.gov.uk/COSHH/basics/emergencies.htm](http://www.hse.gov.uk/COSHH/basics/emergencies.htm)

**RIDDOR procedures** [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

**Local Safeguarding Children Board** [www.somersetssafeguardingchildrenboard.org.uk](http://www.somersetssafeguardingchildrenboard.org.uk)