

Accident and emergency

It is our policy to keep children safe when they are in our care.

We risk assess the premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage. We also regularly review, update and practise fire evacuation procedures. We record dates and times of fire drills.

Accidents to minded children, or the childminders

As a registered childminders, we are legally required to have a valid first-aid certificate before registration and to ensure that our first aid training is renewed every 3 years.

We can administer basic first-aid treatment, and the first-aid box is clearly labelled and easily accessible. It is stored in the kitchen behind the microwave. Parents' emergency contact numbers are kept securely in our mobile phones.

We hold written permission from parents in the children's file to seek emergency treatment for their child if it is needed.

We also have an arrangement with another 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, we reassure the injured child while making sure that the other children in our care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where we can see them.
- Then, if the accident is a minor one and requires only basic first aid, we deal with it ourselves. If not, we will ring 999 (or 112 from a mobile) for help.
- If we have to accompany or take a child to hospital, we either take the other children with us, or call the emergency back-up cover. This will be a 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, the emergency back-up cover may contact you and you will be expected to collect your child straight away.

If we manage to deal with the accident ourselves, then we will tell the affected child's parents immediately and advise of any first aid treatment given.

If we accompany or take a child to hospital, we will contact the child's parent and ask them to meet us at the hospital.

We will do our best at all times to make sure the children in our care are safe, reassured and kept calm.

Accidents off site:

We will carry parents' contact details with us when we are away from home, in order to follow procedures above should an accident occur off site.

Other emergencies:

Should any other emergency occur (such as a terrorist attack, or a member of my family becoming ill in my home) we will contact parents as soon as possible. We expect that parents will also contact us in the event of any accident or emergency which may befall them.

Should it not be possible for parents to contact us, then we will keep the children safe until such time as parents can make contact with us.

Recording:

We will record all details in the accident book, and make these available for parents to sign and provide a copy for parents.

If the incident is significant e.g. if a child is taken to hospital for a broken bone we will inform Ofsted, the local child protection agency, the Health and Safety Executive and our insurance company as soon as is reasonably practicable but in any event within 14 days of the incident occurring.

Emergency back-up cover

Known responsible adult	Name: Christopher Rogers Telephone: 02087421266
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