

## **Accident, Incident and Emergency Policy**

### **Aim**

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

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

### **Accidents to minded children, childminder's own grandchildren (whilst in their care), or the childminder/s**

As registered childminder's, we are legally required to have a valid paediatric 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 our first-aid boxes are clearly labelled and easily accessible. One is stored on the wall of the downstairs cloakroom and one is hung on the kitchen cabinet, nearest to the playroom. Parents' emergency contact numbers can be found in the Accident, Incident and Medical folder, stored securely in a locked filing cabinet in the office.

We hold written permission from parents on the: **Emergency, Medical Assistance Form (In Accident, Incident and Medical folder, on the Child Record Form and Parental Permission Forms** to seek emergency treatment for their child if it is needed.

There may be certain circumstances which will restrict one of the childminders from working such as sickness, planned hospital appointments and stays or an emergency. We will keep parents informed as soon as practicably possible if this is the case. We will endeavour to provide our normal contracted hours to parents and children but have a responsibility to maintain our child: adult ratios.

Therefore:

- We will contact an emergency responsible person (other adults living at the setting who are DBS checked and approved through Ofsted) who are able to provide emergency cover for 2 hours. These people will be made known to parents at the settling-in visit and are named below. As soon as practicably possible parents **may be** contacted to arrange collection of your child/ren to enable the remaining childminder to maintain their child: adult ratios.
- If both childminders are unable to care for your child/ren you will be contacted as soon as practicably possible and informed that we can not take care of your child

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(dates and times to be supplied) or in the event of an emergency, to arrange collection of your child from the setting.

- If required a childminding assistant (with current DBS and Ofsted registered) will be employed at Little Lizzies to provide cover for pre-planned or extended health issues.

Available online at:

**<https://www.childcare.co.uk/search/Childminder/Suffolk/childminder-assistant-jobs>**

Emergency responsible adults residing at Little Lizzies are: **Mrs Rebecca Appiah-Boateng and Mr. Yaw Appiah-Boateng (Childminders daughter and son-in-law).**

### Procedure

#### **If there is an accident to a minded child or childminder's own grandchildren:**

- First, we will 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 or, where possible one of the childminders or suitable adults living at the setting will remain with them.
- Then, if the accident is a minor one and requires only basic first aid, we will 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, one childminder will accompany the injured child. If only one childminder is working at the setting at the time they will call for emergency back-up cover. A childminder working alone will not accompany a child to hospital when there are other children under the childminder's care and there is no responsible adult available to cover their absence from the setting.

If there is an accident, our 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 the childminder at the hospital.

If one of the childminder's own Grandchildren has an accident whilst in our care and they require medical treatment we will get the nearest responsible adult to help. One

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childminder will remain with the other children in our care and parents may be contacted to collect their child from the setting to maintain adult: child ratios.

**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 and a mobile phone with us when we are away from our home, in order to follow procedures above should an accident occur off site.

We will take a small first aid kit with us when away from home.

### Incidents

An incident is a non-medical emergency which causes the need for an immediate response/change of routine in the setting.

We will use existing planned procedures as far as possible in the event of an incident which affects our setting as follows:

- Missing child – we will follow our Missing Child policy and procedure
- Gas leak/fire – we will follow our Emergency Evacuation procedure as detailed below
- Challenging/aggressive behaviour of a child – we will follow our Behaviour Management policy and procedure
- Flooding – we will monitor the situation and follow our Emergency Evacuation procedure if necessary
- Threatening behaviour of an adult – we will seek to remove the children from the situation to a safe place and if necessary and when safe to do so we will call the **Police on 999.**

We will contact parents as soon as possible so that if necessary they can collect their child.

### Emergency evacuation procedure

Should an emergency occur that requires us 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)

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- We will contact the emergency services on 999 (or 112) where appropriate
- We will reassure the children and make sure that they are not unduly upset
- We will contact the parents and let them know the situation
- If we have to take the children offsite we have permission to use the **St. John Church Hall, Saxmundham**, which is a short walk from the setting. We hold keys to the building. We will contact 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 our family becoming ill in our 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 parents can contact us. If we are unable to contact you or your emergency contacts we will follow our Uncollected Child Policy

### Recording of accidents, incidents and emergencies

We will record all details in our Accident, Incident and Emergency Folder, and make these available for parents to sign and provide a copy for parents. We will ensure that all completed forms are stored in accordance with our Data Protection Policy.

If the accident 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 (RIDDOR- Reporting of Injuries, Diseases and Dangerous Occurrence) and our insurance company as soon as is reasonably practicable but in any event within 14 days of the accident occurring.

### Contact details of organisations and professional bodies

#### Ofsted

Piccadilly Gate, Shore Street, Manchester, M1WD

Tel: 0161 618 8524, Online enquiries available at: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Ofsted notification form** available online at:

[https://ofstedonline.ofsted.gov.uk/outreach/Ofsted\\_Serious\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Serious_Notification.ofml)

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### **St. John Ambulance – training courses**

Available online at: <http://www.sja.org.uk/sja/training-courses.aspx>

### **St. John the Baptist Church (Hall next door to the church)**

Church Street, Saxmundham, Suffolk, IP17 1EP

Tel: 01728 604234

### **Health and Safety Executive(RIDDOR)**

RIDDOR Reports, Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS

Incident Contact Centre: 0345 300 9923

### **NHS Non-emergency number-Tel: 111**

Available online at:

<https://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

### **Emergency Services: Police, Ambulance and Fire Brigade: Tel: 999**

### **Local child protection agency- Multi-Agency Safeguarding Hub (MASH)**

Tel: Customer First:0808 800 4005

### **Local Authority Social Services (Suffolk)**

4 Egerton Road, Ipswich, IP15PE

Tel: 080 800 4500

Web: [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk)

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### Emergency responsible adults for back-up cover

Known responsible adult	Name: Rebecca Appiah- Boateng Mobile Telephone:07460861125
Known responsible adult	Name: Yaw Appiah-Boateng Mobile Telephone:07462582139

childminder's name	
Childminder's signature	
Date	
Childminder's name	
Childminder's signature	
Date	
Date policy was written	10-6-18
This policy is due for review on the following date	10-6-19

**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**

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