

Policies and Procedures: Accident and Emergency.

Accident refers to an injury, both of children, visitors and staff.

Emergency refers to some injury circumstances, but also to events such as fires, natural disasters, terrorist threats, power cuts etc.

It is my utmost priority to keep children safe whilst they are in my care.

My premises have been checked and they meet the EYFS standards for childminding as outlined by Ofsted. I also regularly review, update and practice safety routines.

As a registered childminder I am legally required to have a valid first-aid certificate and any staff member who may be alone with children is also required to. As a childcare on domestic premises setting, at least one member of staff who is directly with the children must have a valid first aid certificate and every new member of staff will be first aid trained within 3 months of commencement of employment. All first aid certificates will be available for you to view in the file on the 'Information for Parents' board. Anyone with a first aid certificate can administer basic first-aid treatment, and the main first aid box is clearly labelled and easily accessible. It is stored above the desk. We also have a small one outside and in each business use car. We have several mini first aid kits containing a few basic essentials, these are taken on every outing, no matter how short. There is a simple copy of children's contact details in each first-aid kit (name, DOB and 2 numbers to call).

After any accident a simple accident form will be filled out and sent via Signable.

I hold written permission from parents to get emergency treatment for their child(ren) if needed, and written permission to administer medicines provided by parents. A copy of this is kept in each first aid kit. Any medical treatment given will be recorded and signed by myself and by a parent. Copies of this are given to all parents and I will hold a copy for myself.

If there is a serious accident:

- First I will reassure the injured child whilst making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or placing them in a cot and sitting an older child somewhere safe where they can be seen.
- Then, if possible, I will deal with the accident. If not I will ring 999 for help.
- If working alone 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. In the first instance this will be a member of staff who is not presently working. If they are not available, I will call my back up registered childminder. If they are unable to assist, I will call a known responsible adult. These people will be known to your child, and in most cases you, and are named below.
- Within 48 hours a full report will be written and passed on to the necessary authorities.

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

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

If I accompany or take a child to hospital, I will contact the parents of the ill or injured child and ask them to meet me at the hospital.

If I have the accident, I will get the nearest responsible adult to help, whilst my emergency backup people are being contacted.

If children are witness to an accident or emergency situation, you will be informed of what your child has seen/heard and how the situation was dealt with. Any key phrasing we have used with your child to explain the situation will be passed on to you. You will not be disclosed any specific details to ensure we are in line with our confidentiality policy.

Older children are made aware of what to do if I am injured, including knowing the Barn address/directions.

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

Backup Reg. Childminder	Sally Parkinson	Another childminder, DBS checked.	07540396495
Known Responsible Adult 1	Cathie Smith	Works at the after school club, DBS checked.	07946389022
Known Responsible Adult 2	Holly Pearce	A parent, previously worked as a childminder.	07788590191
Known Responsible Adult 3	Joan/Ray Kirby	Elly's Grandparents.	01757269084
Known Responsible Adult 4	Alicia Sykes	A T/A at school, previously a childminder, DBS.	07730588609
Known Responsible Adult 5	Jacque Brooke	Cleaner, DBS checked.	07749801807

First written: 28th July 2012 Last updated: 28th September 2018 Signed:

Based on section 3.25 of the statutory requirements.

To be read in conjunction with the following policies: Emergency Evacuation, Unexpected Closure.

Date	Signed	Date	Signed

EMV10tts