

ACCIDENT AND EMERGENCY

Policy statement: Accident and emergency

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

My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England. I also regularly review, update and practise fire evacuation procedures. I record dates and times of fire drills.

Accidents to minded children, childminder's own children, or the childminder

As a registered childminder, I am legally required to have a valid first-aid certificate before registration.

I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. It is stored on top of my kitchen cupboard. Parent contact numbers are kept securely with the first-aid box.

I hold written permission from parents, on the Child Record Form, to seek emergency treatment for their child if it is needed.

I also have an arrangement with another registered childminder 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, I reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where I can see them.
- Then, if the accident is a minor one and requires only basic first aid, I deal with it myself. If not, I will ring 999 for help.
- If I have to accompany or take a child to hospital, I either take the other children with me, or call my emergency back-up cover.

If there is an accident, my emergency 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 tell the affected child's parents immediately and advise of any first aid treatment given.

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

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If I or any of my own children have an accident, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted.

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

Other emergencies:

Should any other emergency occur (such as a terrorist attack, or a member of my family becoming ill in my home) I will contact parents as soon as possible. I 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, the local child protection agency, the Health and Safety Executive and my insurance company as soon as is reasonably practicable but in any event within 14 days of the incident occurring.

Emergency back-up cover

Back-up registered childminder	<p>Name: CERI THOMAS</p> <p>Address: 69 Eversley Road, Charlton London SE7 7LE</p> <p>Telephone: 07753841013/ 020 82654693</p>
Known responsible adult	<p>Name: HUGH KEOGH</p> <p>Telephone: 07943161848</p>

I have read and understand the Accident and emergency policy.

I give my permission for the named emergency back-up people to have my contact details for use in an emergency.

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I give permission for my child to be taken to hospital and be given emergency treatment providing every effort has been made to contact me. – Signed for on Permission Consent.

Date policy was written	September 2013
This policy is due for review on the following date	March 2014

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