Accident and Emergency Policy

As a child care provider it is my responsibility to keep the children in my care safe. I will take all reasonable measures to try to prevent accidents from happening. Most children will have occasional accidents at some stage, as they learn and develop their own physical abilities. My setting is inspected by Ofsted to ensure that the Early Years Foundation Stage requirements are met. When a new child arrives at my setting I will discuss with the parents as to what to do when a child needs emergency medical treatment and record this in the child record documents. I will review and update my safety practices regularly in order to maintain good standards. I will teach the children in my setting age appropriate safety routines and fire drills and I will retain up to date documentation of this. I am legally required to hold and maintain a valid first aid certificate, therefore, enabling me to provide basic first aid treatment where required. I have a clearly labelled easily accessible first aid cupboard located in the downstairs cloakroom. Parents/carers contact details and children’s relevant medical information is kept securely in this cupboard. I am required to hold written permission from parents to seek emergency medical treatment for their child if needed. This is documented on the child record form. I have arrangements in place for emergency back-up cover. These are known responsible adults who hold valid DBS certificates. (The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.)

In the event of an incident:

- I will follow any set procedures given to me by the parent if it was known that the incident could take place (for example a child having a seizure or going into anaphylactic shock due to an allergy).
- If still not resolved and the incident is minor I will call the parents or another emergency contact for further guidance.
- If I am unable to contact the parents or any other emergency contact I will contact NHS direct and follow their advice.
- If the incident is serious I will call an ambulance.
- If I am caring for other children at the same time I will look to provide approved care for them or contact their parents for early collection.
- I will record all the information relating to the incident in the Accident/Incident record form.

In the event of a minor accident:

- I will attempt to make the environment safe for all the children I am caring for.
- Comfort and reassure the injured child.
- Ensure the other children in my setting are safe, visible and close by.
- Provide any basic first aid treatment for minor injuries.
- Record minor injuries, treated by myself, in the accident book. Detailing the event, injuries sustained and the treatment given. This will be made available to parents/carers to sign and a copy will be provided.
• Notify the parents/carers accordingly dependant on the nature of the injury, either when the child is collected at the end of the day or by phone call at the time of the incident, giving them opportunity to collect their child should they wish to.

In the event of a major accident:

• I will follow the agreement made with the parents on what to do if the child requires emergency medical treatment, as detailed in the child’s record.

• Ensure all children in my care are safe, reassured and kept calm.

• In the rare event the child requires medical attention I will dial 999 for help.

• When practical, contact the injured child’s parents/carers arranging to meet them at the hospital if they are not able to come immediately to my setting.

• Accompany the child to the hospital, either taking the other minded children with me or contact my back-up emergency cover, who will stay with the remaining children until they are able to be collected. In a genuine emergency I may have to leave them with an unregistered carer.

• Contact the other parents/carers to collect their children. I expect children to be collected straight away in the event of such a situation.

• I will record all the information on the accident in the Accident/Incident record form. Notify Ofsted and the Child Protection Agency following any serious accidents, injuries or illness.) I will submit a report to RIDDOR (www.hse.gov.uk/riddor/) RIDDOR (reporting of injuries, disease and dangerous occurrences regulations 1995.)

• I am also required to inform my insurance company within 14 days of the incident occurring.

• Review and correct my practices, environment and equipment in order to prevent any reoccurrences.

Incidents away from my child care setting:

I will follow the above procedures and carry a mobile phone and parent’s/carers emergency details with me and a first aid kit to provide any treatment required while off site.

Other Emergencies:

In the event of other emergencies, (Flooding, gas leaks, fires, terrorist attack, family injury or illness in the home.)

• I will ensure the children’s safety and contact parents/carers as soon as possible.

• I will comply with the instructions of the emergency services.

• I will expect parents/carers to contact me should they be affected by an accident or emergency. I will continue to look after a child until the parents/carer is able to collect them or send a nominated person for them.