Accident, Incident and Emergency Policy

Policy Statement

It is our absolute priority to keep all children in our care safe, we will take every measure possible to protect your child/ren from harm of any kind both within and outside the setting.

Our setting has been inspected by Ofsted (England’s Regulatory body) and meets the EYFS welfare requirements for childminding.

As registered childminder’s all staff hold a valid paediatric first aid certificate, which will be renewed individually as and when required. We can administer basic first aid and have a first aid box that is clearly labelled and easily accessible on the top shelf in the kitchen cupboard by the back door. We also have a smaller first aid kit for outings stored in the same place when not in use. Emergency contacts for all children in our care are stored within both first aid kits should they be needed immediately.

By signing to say you have read and agree to this policy we will take this as a written agreement for permission from you the parents/guardian to allow their child/ren to receive emergency treatment should it be required.

Procedure

In the event of an accident involving a child:

• The injured child will be reassured whilst ensuring that all other children in our care are safe. This may involve strapping a younger child into a buggy and sitting older children somewhere safe where they can be seen, away from any danger.
• If possible a selected member of staff will administer first aid and clean up the area; if we are unable to treat the injury we will call 999 for assistance.
• If a child in our care should require hospital treatment, the child’s key worker will accompany the child until parents arrive, all other children in our care will be cared for by remaining staff, where this makes us over our numbers parents will be called to collect their children or our emergency back-up cover will be called to assist. This will be another registered childminder or a known responsible adult. These people will be known to you and your child/ren and are named below.
• Our emergency back-up childminder may contact you if an accident, incident or emergency has taken place and you would be expected to collect your child/ren as soon as possible.
• Parents will always be informed of any accidents involving there child. We will use our judgement to determine whether they need contacting straight away, or whether parents can be informed upon collection of their child.

In the event of a serious accident involving a member of staff (childminder):

• We will call upon another member of staff or any available adult for assistance and ensure that our emergency back-up childminder is called immediately.
• All parents and careers can be contacted by our emergency back-up childminder and you would be expected to collect your child/ren as soon as possible.

| Back-up registered childminder | Miss Jo Barber |

Fire:
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We have two smoke alarms in our setting one on the ground floor and one on the first floor. Both alarms have been fitted by the fire service and are fitted with a ten year battery, smoke alarms are tested weekly and these checks are logged in the fire book.

The kitchen is equipped with a fire blanket; we have 3 cordless phones and a mobile should we need to call for help.

All three fire exits are kept clear at all times these are all on the ground floor as follows, front door, double back door leading from the kitchen, and the double back door leading from lounge.

Should a fire occur all children will be assisted out of the setting; staff will carry any small children that cannot yet walk.

Fire drills will be carried out regularly with all children in our care, so that should a fire occur we will all know what to do whilst remaining calm. All fire drills will be logged in the fire book.

Lost or missing children:
We will safely supervise children whilst we are on outings or trips. Children will be taught about road safety and stranger danger, a meeting place for older children will always be agreed in case we become separated.

If a child were to go missing, we will search the area whilst seeking help and inform the police.
Parents will then be called as well as Ofsted.