

# Accident & Incident Policy

## Accidents

The safety of your child is paramount and I will take every measure I can to protect your child from hurting themselves.

As a registered childminder, I am legally required to have a valid first aid certificate. I can administer basic first aid treatment, and my first aid box is clearly labeled and easily accessible, with contents suitable for children. It is stored in the kitchen. Parent contact numbers are with the first aid box.

If a child does experience an accident the following procedure will be followed:

- I will comfort and reassure the injured child while making sure that the other children in my care are safe.
- I will assess the extent of their injuries and will carry out any first aid procedures that are necessary and that I have been trained to do.
- If deemed appropriate parents/carer will be contacted to inform them of the accident.
- If necessary I will call for medical support/ambulance. If I accompany or take a child to hospital, I will contact the parents and ask them to meet me at there.

If there is an accident or an emergency and I have to accompany a child to hospital then I will take the other children with me and contact their parents. You will be expected to collect your child straight away.

If a serious accident occurs to a child in my setting I will contact Ofsted as soon as I can, if possible the same day.

A record will be made of the accident and of any first aid given on an accident form. The parent/carer will be asked to sign this form when they arrive to collect the child. These forms will be stored in an Accident & Incident folder.

## Incidents

If a child arrives at the setting with an existing injury the following procedure will be followed:

- I will enquire with the parent/carer about the cause of the injury and will record these details on an incident form.
- The parent/carer will be asked to sign this record

These forms will also be stored in the Accident & Incident folder.

Date: 07/06/2014