



ACCIDENT, INCIDENT AND EMERGENCY

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This policy has been adapted by Yvonne Hayes of The Den Northampton Rd Kettering NN15 7JY for use within her business The Den

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ACCIDENT, INCIDENT AND EMERGENCY

The Den (Kettering) - Accident, Incident and Emergency Policy

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

I risk assess my premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage. I also regularly review, update and practise fire evacuation procedures. I record dates and times of fire drills.

Accidents to minded children or the childminder

As a registered childminder, I am legally required to have a valid paediatric first-aid certificate before registration and to ensure that my first aid training is renewed every 3 years.

I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible.

It is stored in the small room at the back of the premises in the end of the folding table.

Parents' emergency contact numbers are kept securely:

- with the first-aid box and
- in all the company mobile phones.

I hold written permission from parents [indicate where, e.g. Child Record Form] to seek emergency treatment for their child if it is needed.

I also have an arrangement with another registered childminder/responsible adult to provide emergency back-up cover if necessary.

My responsible adult is Child care Assistant Jill Hayes

Procedure (how I will put the statement into practice)

If there is an accident to a minded child:

- First, I reassure the injured child while making sure that the other children in my care are safe.
 - This may mean sitting the other children somewhere safe for example on the story time carpet or at the folding tables within that room where I can see them.



ACCIDENT, INCIDENT AND EMERGENCY

- Then, if the accident is a minor one and requires only basic first aid, I deal with it myself.
- If I manage to deal with the accident myself, then I will tell the affected child's parents on collection of that child and advise of any first aid treatment given.
- If not, I will ring 999 (or 112 from a mobile) for help.
- I will then contact the parent/next of kin of that child notifying them that I have called an ambulance or am taking them to A&E myself so that they can make arrangements to meet us there.
- If I have to accompany or take a child to hospital:
 - I either take the other children with me,
 - call in my emergency back-up cover.

If there is an accident to another child, my emergency back-up cover or myself may contact the next of kin and they will be expected to collect their child straight away.

If I have an accident, my Childminding Assistant/ responsible adult will take charge while help is sought.

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

Accidents off site:

All adults will carry the company phones while offsite.

These will contain details of the parents contact details and a summary sheet of the emergency procedures.

They will also contain a text file of Children's Allergies and any special information that the parent has notified us of, such as blood groups, allergies (e.g. penicillin) , specific risks (e.g. haemophilia) that paramedics would need to know about should the child have an accident.

A responsible adult will carry personal medication for affected children (such as asthma inhalers) while off site.

I will take a small first aid kit with me when away from home.



ACCIDENT, INCIDENT AND EMERGENCY



ACCIDENT, INCIDENT AND EMERGENCY

Incidents

An incident is a non-medical emergency which causes the need for an immediate response/change of routine in the setting.

I will use existing planned procedures as far as possible in the event of an incident which affects my setting as follows:

Missing child – I will follow my Missing Child policy and procedure

Gas leak/fire – I will follow my Emergency Evacuation procedure as detailed below

Challenging/aggressive behaviour of a child – I will follow my Behaviour Management policy and procedure

Flooding – I will monitor the situation and follow my Emergency Evacuation procedure if necessary

Threatening behaviour of an adult – I will seek to remove the children from the situation to a safe place and if necessary and when safe to do so I will call the Police on 999.

I will contact parents as soon as possible so that if necessary they can collect



ACCIDENT, INCIDENT AND EMERGENCY

their child.

Emergency evacuation procedure

Should an emergency occur that requires me to leave the setting the following procedure will apply:

- Ensure that all the children in the setting are present.
- Evacuate to a safe area (using a buggy/ reins if there is time to do so)
- I will contact the emergency services on 999 (or 112)
- I will reassure the children and make sure that they are not unduly upset
- I will contact the parents and let them know the situation
- If I have to take the children to another setting (for example to the home of my emergency back-up cover) then I will contact the parents and ask them to collect their child as soon as possible.

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, incident book, and make these available for parents to sign and provide a copy for parents. I will ensure that all completed forms are stored in accordance with my confidentiality policy.

If the accident is significant e.g. if a child is taken to hospital for a broken bone I will inform

- o Ofsted,
- o the local child protection agency,
- o the Health and Safety Executive and



ACCIDENT, INCIDENT AND EMERGENCY

- o my insurance company

as soon as is reasonably practicable but in any event within 14 days of the accident occurring.



ACCIDENT, INCIDENT AND EMERGENCY

Emergency back-up cover

Back-up registered childminder assistant	Name: Jill Hayes Telephone: 01536 512500
Known responsible adult	Name: Telephone:

Childminder's name	Yvonne Hayes
Childminder's signature	
Date	
Date policy was written	September 2018
This policy is due for review on the following date	August 2019

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

Links to your PACEY Professional Standards - Member

2. Enabling environments



ACCIDENT, INCIDENT AND EMERGENCY

- E1.1 Plan and organise my setting to make sure it is safe and welcoming.

3. My professional role

- P1.1 Reflect on and develop my practice.

4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.