

Accident and emergency policy

I will take every measure I can to protect your child from hurting themselves whilst in my care. However sometimes accidents do happen, as a Registered childminder I am required to have a valid first-aid certificate (to be renewed September 2015) and I can administer basic first-aid treatment. I have multiple first-aid boxes, all clearly labelled and easily accessible; for example I will carry one with me at all times on outings, others are kept in the car boot, kitchen cupboard and living room. Parent emergency contact numbers will be kept in the first aid boxes.

If there is an accident:

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I will comfort the child and reassure them, whilst also ensuring the safety of the other children in my care (this may mean strapping a baby in to a buggy or sitting older children where I can see them).

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I will assess the injuries and carry out first aid procedures necessary and that I have been trained to do. If necessary call for medical support/ambulance

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Once the child is more settled I will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/ meet me at the hospital

After every accident, however minor I will:

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complete a report in my accident book (which will be stored with my living room first aid box when at home and carried with me on outings).

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ask you to sign the report and then provide you with a copy

If the incident requires any medical treatment then I will inform Ofsted and my insurance company.

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. If I have to accompany or take a child to hospital, I will either take the other children with me, or call my emergency back-up cover. My emergency back-up cover may contact you and you will be expected to collect your child straight away. If I 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.

It is important that you keep me informed regarding your child's condition following an accident and if you have sought medical advice.

I will regularly review, update and practise my emergency procedures, including fire drills; please familiarise yourself with my emergency evacuation plan.

