

## ACCIDENT, INCIDENT AND EMERGENCY POLICY

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### **Policy statement: Accident, Incident and emergency**

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, childminder's own 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 playroom. Parents' emergency contact numbers are stored in my phone.

I hold written permission from parents on page 11 of the signed contract 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, details below.

### **Procedure (how I will put the statement into practice)**

If there is an accident to a minded child or childminder's own children:

- First, I reassure the injured child while making sure that the other children in my care are safe.
- Then, if the accident is a minor one and requires only basic first aid, I deal with it myself. If not, I will ring 999 (or 112 from a mobile) for help.
- 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. This will be another registered childminder. These people will be made known to parents at the settling-in visit and are named below.

Contact 1   Becky Crook   07813 069454

Contact 2   Kim Davies   07720 711500

If there is an accident, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

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If I manage to deal with the accident myself, then I will tell the affected child's parents immediately and advise of any first aid treatment given.

If I accompany or take a child to hospital, I will contact the child's parent and ask them to meet me at the hospital.

If I or any of my own children 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.

### **Accidents off site:**

I will carry parents' contact details with me, stored in my phone, when I am away from my home, in order to follow procedures above should an accident occur off site.

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

### **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 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.

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- Evacuate to a safe area [state where this is outside your setting]
- 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 (e.g. a member of my family becoming ill in my home) I will contact parents as soon as possible. I expect parents to contact me if they are involved in an accident or emergency

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 Data Protection policy. [If you record information digitally e.g. Kinderly app, then amend accordingly]

If the accident is significant e.g. if a child is taken to hospital for a broken bone I will inform Ofsted, the Health and Safety Executive and my insurance company as soon as is reasonably practicable but in any event within 14 days of the accident occurring.

### Emergency back-up cover

Back-up registered childminder	Name: Becky Crook 07813 069454 Telephone: 07813 069454
Back-up registered childminder	Name: Kim Davies Telephone: 07720 711500

## ACCIDENT, INCIDENT AND EMERGENCY POLICY

Date policy was written	9 <sup>th</sup> July 2025
This policy is due for review on the following date	9 <sup>th</sup> July 2026

### **This policy supports the following EYFS requirements:**

Meeting Early Years Foundation Stage Safeguarding and Welfare Requirements

#### **Health, accident or injury**