

ACCIDENT, INCIDENT AND EMERGENCY POLICY

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

Contact 3 Emma Janes 07787156045

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.

- 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
Back-up registered childminder	Name: Emma Janes Telephone: 07787156045

Date policy was written	9 th July 2025
This policy is due for review on the following date	9 th July 2026
Policy reviewed	9 th July 2026

This policy supports the following EYFS requirements:

Meeting Early Years Foundation Stage Safeguarding and Welfare Requirements

Health, accident or injury