

Accident/Incident Policy

The safety of your child is paramount and I will take every measure I can to protect your child from hurting themselves. However, sometimes accidents do happen. I have written the following procedure on how I will deal with such a situation:

- *I will comfort the child and reassure them.

- *I will assess the extent of their injuries and if necessary call for medical support/ambulance.

- *I will give any first aid procedures that are necessary. I have been trained to carry out to these procedures and have required certificate.

When the child is more settled I will contact you as soon as possible to inform you of the accident, and if necessary I will ask you to return to care for your child / go straight to the hospital.

After every accident, however minor I will:

- *Complete a report in my accident book.

- *Ask you to sign the report.

If the accident is a bumped head, I will complete a form for you to take home showing where the bumped to the head occurred.

If the incident requires any medical treatment then I will:

- *Inform Ofsted

- *Inform my Insurance Company.

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

If your child has an accident while with you please inform me on arrival and I will record this down as an away from child minder accident and ask you to sign it. I will then be able to report to you should there be any changes in the child's situation.

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 or known responsible adult. These people will be known to you and are named below.

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

If I manage to deal with the accident myself, then I will tell the affected child's parents immediately.

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

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.

Emergency back-up cover

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|--------------------------------|---|
| Back-up registered childminder | Name: Tessa Jeavons Telephone: 07475022668 |
| Known responsible adult | Name: Carol Mc Reynolds Telephone: 07535706421 |

I have read and understand the Accident and emergency policy.

I give my permission for the named emergency back-up people to have my contact details for use in an emergency.

Childminder's signature: _____ Date: _____