



Policy Date: October, 2017

Accident & Incident Policy & Procedure

The safety of your child is paramount and we will take every measure we can to protect your child from hurting themselves.

The premises have been checked and they meet EYFS requirements for childminding outlined by Ofsted. York House Childcare also regularly reviews, updates and practices safety routines. Times and dates of fire drills are recorded.

As a registered childminder, we are legally required to have a valid first aid certificate – see notice board. All members of staff have to complete first aid training every 3 years. This allows us to administer basic first aid treatment and our first aid box is clearly labelled and easily accessible. It is stored in the kitchen. Note, we keep parent/carers contact details within the first aid box.

If there is an accident:-

- We will comfort and reassure the injured child whilst making sure that the other children in our care are safe.
- We will assess the extent of their injuries and will carry out any first aid procedures that are necessary and that we have been trained to do.
- We will follow any set procedures given to us by the parent/carer if the incident was due to a reported condition (e.g. a child having a fit or going into anaphylactic shock due to a known allergy).
- If necessary, we will call for medical support/ambulance. Note, parents/carers must have given us written permission in advance in order for us to carry out this action.
- If we have to accompany or take a child to hospital a member of staff will accompany them and we will contact the parents/carer and ask them to meet us at the hospital.
- We will contact parents/carers as soon as possible of all significant incidents and accidents.
- All serious injuries or death of a child will be reported in accordance with RIDDOR (i.e. Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013) to the Health & Safety Executive (HSE).
- If a member of staff has an accident. The owner/manager will attempt to get cover (via childminder agency) and will only contact parents if we are in breach of our regulatory requirements.
- All significant accidents will be recorded in our accident book and parents/carers will be asked to sign the report. We can provide a copy of the report (if required).

If the incident requires any medical treatment then we will:-

- Inform Ofsted (under Standard 14.3 Children Act regulation, inform Ofsted about any significant incidents)
- Inform our insurance company.
- Contact Surrey's Early Years team for additional advice/support.

Finally, in the event of an accident or incident whilst not in our care. It is important that parents/carers keep us informed regarding your child's condition and if you have sought medical advice.