

## Accident and Incident Policy

**Policy Created: 13th March 2025**

This policy will be reviewed on an annual basis.

As a registered tiney childminder, I will take every precaution I can to ensure the safety of the children I care for and protect them from harm. I have received paediatric first aid training by an approved trainer. I also have a first aid kit with me at all times to enable me to provide basic first aid to the children in my care.

Unfortunately, accidents may still happen, so I have written the following procedure to set out how I will deal with any accidents or incidents that occur:

1. I will comfort the child[ren] and reassure them
2. I will assess the extent of their injuries and, where necessary, call for medical support/an ambulance
3. I will use my knowledge of first aid and carry out any first aid procedures that are necessary and that I have been trained to do
4. As soon as the child is more settled I will contact you to inform you of the accident and if necessary to ask you to return to care for your child or meet me at the hospital

After every accident, however minor I will:

1. Complete an accident/incident form
2. Ask you to read and sign the form (either a paper copy or in the app)

If the incident requires any medical treatment then I will:

1. Inform Tiney as soon as possible and within 14 days
2. Inform my Insurance Company Morton Michel as soon as possible
3. Inform the Health & Safety Executive of any serious reportable accidents or injuries/death of a child whilst in my care and act on any advice given

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