



## Accident and incident policy

It is my policy to keep children safe when they are in my care.

As a registered childminder, I am legally required to have a valid first-aid certificate which is renewed every three years. I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. Parent contact numbers are with the first-aid box.

I hold written permission from parents to seek emergency treatment for their child if it is needed.

All accidents will be recorded in my Accident, Incident and medication folder. I will ask parents to sign a copy of the entry.

As a registered provider I must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in my care and any action I may have taken within 14 days of an incident occurring.

I have an arrangement with two known responsible adults to provide emergency back-up cover if necessary. If there is an accident or emergency, my emergency back-up cover will contact the parent and they may be expected to collect their child as soon as possible.

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 to accompany or take a child to hospital, I will either take the other children with me, or call my emergency back-up cover. You will be provided with their details once contracts are signed.

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.

Lucy Madge  
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