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### **In the Event of an Accident/Incident/Emergency Policy**

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#### **Introduction**

As an OFSTED registered provider we have written a policy to state clearly, what we will do in the event of an accident/ incident/emergency while a child is in our care. This policy meets the Early Years Foundation Stage welfare and Ofsted requirements and the guidance for safeguarding and promoting children's welfare 'Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies; 'At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate'; 'Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given'; 'Providers must have procedures for instances in which a child receives minor injuries or becomes ill whilst on the premises'; 'First aid training undertaken by practitioners should be approved by the local authority and consistent with current requirements'; 'Childminders must have attended a training course within six months of registration and must hold a current paediatric first aid certificate at the point of registration'.

#### **Policy**

It is our policy to keep children safe when they are in our care. Our premises have been checked by Ofsted and it meets the requirements of the Early Years Foundation Stage Welfare requirements. We also regularly review, update and practice fire evacuation procedures. We record dates and times of fire drills. We use safety equipment, appropriate to the age of the children in our care. We undertake daily risk assessments and check the safety equipment in the setting. Toys and equipment will be of good quality, age specific and kept clean and in good working order.

At least one member of staff on site at any time will have a valid paediatric first-aid certificate, which is kept up to date. The designated member of staff can administer basic first-aid treatment, and first-aid boxes are clearly labelled and easily accessible. We check regularly to ensure they are correctly stocked and in date. Parent contact numbers are kept securely in the child's record file and we carry a sheet with contact details for each child, for use if we need to evacuate the premises.

We hold written permission from parents in the form of a consent form, to seek emergency treatment for their child if it is needed.

We expect that parents will also contact us in the event of any accident or emergency, which may befall them. Should it not be possible for parents to contact us, then we will keep the children safe for one hour then we will try to contact the people on the child's contact form, to make alternative arrangements.

We will record all details in an accident/incident book, and make these available for parents to sign and provide a copy for parents. As a registered provider we must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in our care and any action we may have taken within 14 days of an incident occurring.

### **Procedure**

In the event of an incident, accident or emergency, we will reassure the affected child while making sure that the other children in our care are safe. Then, if the child needs medical attention and requires only basic first aid, the designated first aider will deal with it. If not, we will ring 999 for help.

If we manage to deal with an accident or incident ourselves, then we will tell the child's parents immediately. If a member of staff accompanies or takes a child to hospital, we will contact their parents and ask them to meet them at the hospital. We will do our best at all times to make sure the children in our care are safe, reassured and kept calm.

### **Conclusion**

We have a procedure to follow in the event of an incident, accident or emergency occurring. We will record any incidents, accidents or emergencies and inform parents as soon as possible

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Signed \_\_\_\_\_  
Date \_\_\_\_\_

(Director and registered person)

Signed \_\_\_\_\_  
Date \_\_\_\_\_

(Director and registered person)