

## Accident & Incident Policy

As a registered childminder, I will take every measure I can to ensure the safety of the children I care for and protect them from harm.

My premises have been checked by Ofsted, and they meet the requirements of the Early Years Foundation Stage (England)

I have completed risk assessments for all areas used for childminding purposes, including the garden, and any places that I regularly visit with children. These assessments are regularly reviewed to ensure adequate measures are in place to minimise risk. I also complete daily safety checks prior to the arrival of children, regularly review and practise fire evacuation procedures and use age-appropriate activities to teach children about safety.

As a registered childminder, I have received paediatric first aid training by an approved trainer. This training is refreshed every 3 years. My current certificate expires on 05/08/2025.

I can administer basic first aid and keep a first aid box within the setting, which is clearly labelled and stored in the utility room. I also carry a travel first aid kit in the car, and the changing bag so there is always with me on outings. The contents of the first aid box and kit are checked annually, and items replaced as required.

### Accident & Incident Procedure

Despite all these safety precautions, unfortunately accidents can still happen. I have therefore written the following procedure on how I will deal with such a situation:

In the event of an accident or incident, I will:

- Comfort and reassure the injured child whilst making sure any other children in my care are safe. I may, for example strap younger children into a buggy and sit older children somewhere safe where I can see them.
- Assess the extent of any injuries and where necessary call for medical support/an ambulance.
- Use my knowledge of first aid and carry out any first aid procedures that are necessary and that I have been trained to do.
- Contact the child's parents as soon as possible to inform them of the accident and if necessary, ask them to return to collect and care for their child or to meet me at the hospital.

Should I be required to accompany an injured child to hospital, I will leave the other children with my assistant or my husband. I will do my best to make sure children in my care are safe, reassured and kept calm.

In the event of a serious accident, my assistant may contact parents on my behalf to request that all children are collected immediately.

## Accident & Incident Reporting

After every accident, however minor I will complete a report in my accident folder which will include:

- the date, time and location of the accident / incident
- the names and dates of birth of all children involved
- the circumstances leading to and a description of the accident
- what immediate action was taken
- details of any injuries sustained, and First Aid administered
- any follow up action required

Parents of the affected child will be asked to read and sign the report and provided with a copy on collection of their child.

In the event of a serious accident or incident, where medical treatment is required, I will:

- Inform my Local Authority Lead at Lambeth Council
- Inform Ofsted within 14 days
- Inform my Insurance Company
- Contact the Pacey for additional advice/support
- 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.

**Please Note: It is extremely important that you inform me of any accident your child may have had prior to arriving at the setting, particularly if they have bumped/hurt their head.**

**Should you be contacted to collect your child following an accident, please keep me informed regarding your child's condition and if you have sought medical advice.**

If you have any concerns regarding this policy, please discuss them with me.

# Khadija Daycare