

Accidents and Emergency Policy

It is our absolute priority to keep children safe while they are in our care.

The premises have been checked and they meet the national standards for childminding outlined by Ofsted in England. We also regularly review, update and practice safety routines.

As registered childminders, we are legally required to have a valid paediatric first-aid certificate. We can administer basic first-aid treatment, and the first-aid box is clearly labelled and easily accessible. It is stored in the utility room. We also have first aid kits in our cars and take one on all outings.

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

Procedure

If there is an accident:

- First, we will reassure the injured child while making sure that the other children in our care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where they can be seen.
- Then, if possible, we will deal with the accident. If not, we will ring 999 for help.
- If one of us has to accompany or take a child to hospital, the other will call our emergency back-up cover to retain the correct child:adult ratio. This will be either Michael, Victoria, another registered childminder or known responsible adult.

If there is an accident or emergency, you may be contacted and you will be expected to collect your child straight away.

If we manage to deal with the accident ourselves then we will inform the parents immediately.

If either of us accompany or take a child to hospital, we will contact the parents and ask them to meet us at the hospital.

If one of us the accident, we will get the nearest responsible adult to help, while our emergency back-up people are being contacted.

We will do my best at all times to make sure the children in our care are safe, reassured and kept calm.

If a child has a serious incident, illness or injury sustained while in our care, we will notify Ofsted (0300 123 1231) and the Local Authority Designated Officer (currently Paul Startup, telephone 01323 466606 or 07825 782793, email paul.startup@eastsussex.gov.uk).

We will also notify the Duty and Assessment Team (01323 74737) if there are child protection issues related to the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

We have a legal obligation, under RIDDOR, to report serious occurrences:-

When and **how** do we need to report an incident?

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0845 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.