**Accident / Incident Policy**

I will take every measure to ensure that your child is safe and protected when they are in my care. I risk assess my premises to ensure it meets safeguarding and welfare requirements of the Early Years Foundation Stage.

I have an up to date valid paediatric first aid certificate, that is renewed every three years. I can administer basic first aid treatment. I have 3 first aid boxes which are clearly labelled and are easily accessible. They are located in the utility area of my setting, my car and a travel first aid kit for all outings. The contents will be checked and re-stocked on a regular basis.

Parents’ emergency contact numbers are stored in phone and on the child’s record form. I hold written permission from parents to seek emergency treatment for their child if it is needed. This is in the Accident, Incident and medication folder.

I also have an arrangement with another registered childminder and responsible adult to provide emergency back-up cover if necessary, details below.

If there is an accident to a minded child the following procedure will take place:

* I will comfort and reassure the child, while making sure that other children in my care are safe.
* I will assess the extent of the child’s injuries and if necessary call for medical support/ambulance.
* I will carry out any first aid procedures that are necessary and that I am fully trained to do.
* If a head injury is sustained it will be dealt with according to the nature of the accident and as to whether the parent/carer needs to be contacted. A head injury information sheet will be sent home with the accident form.
* Once the child is more settled I will contact you as soon as possible to inform you of the incident. If necessary I will ask you to return to care for your child/ meet me at the hospital.

After every accident I will:

* Complete a report in my accident folder, which will be stored in a secure file. The information that will be recorded will be; the name and age of the child/children involved, where and when the incident happened and details of the incident.
* I will ask you to sign the report and I will then provide you with a copy.

If the incident requires any medical treatment I will:

* Inform Ofsted within 14 days (under standard 14.3 Children Act regulation, inform Ofsted about any significant events).
* Inform my insurance company.
* Contact the PACEY for additional advice and support.
* I will inform the Single Point of Advice (SPOA).

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

In the event of an emergency, I have an arrangement with another registered childminder to provide emergency back-up cover if necessary.

**Emergency back-up cover**

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| Back-up registered childminder | Tracie Fox07590 545361 |
| Known responsible adult (DBS checked) | David Smith 07970 297644 |