

Accident and Incident procedure

The safety and wellbeing of your child is paramount and I will always do everything I can to ensure your child is protected from getting hurt. However sometimes accidents and emergencies do happen.

In the event of an accident or incident I will do the following:

- Firstly I will comfort the child and reassure them.
- I will ensure that all the children in my care are safe.
- After assessing the child/children for injuries I will obtain appropriate medical support or call for an ambulance if necessary.
- I will carry out any first aid procedures I have been trained to do if needed (I always have up to date first aid training and you can view my certificate on the wall in my home).
- I will contact the parent/carer as soon as possible to inform them of the incident and to make any arrangements, for example if they need to collect the child or meet them at the hospital.
- The injured child will go to the hospital with the paramedics and be met by their parent/carer when they reach the hospital.
- Any minor injuries (for example a grazed knee) that, in my professional opinion do not need the parent/carer's immediate attention will be treated and recorded in my accident book and the parent/carer will be informed when they collect their child.

All accidents and incidents (minor or otherwise) will be recorded in my incident book with details of the time, date, a brief explanation of how the accident happened and any treatment given. The parent/carer will be asked to sign this documentation to say they have been informed of the incident.

If there is an accident where I sustain an injury, the following procedure will be implemented:

- Make sure all the children are safe
- Call my emergency contact person and the emergency services if necessary. If I am unable to do this, I will ask a responsible older child to help.
- Details of my emergency contact person will be attached to the first aid box, located on my notice board and will have been given to parents on enrolment. The password protected area of my website will also have these details.
- Older children will have been shown where the first aid and emergency numbers are and will have been given directions for what to do if they need to call 999.
- I or my emergency contact person will inform the children's parents if collection is required (if I sustain a minor injury I will treat myself and carry on as normal)
- The emergency contact person will stay with the children and keep them safe and reassured until the parents/carers can collect their children. The emergency contact person will also call for emergency services if necessary.
- Again, any incident will be logged in the incident book and shown to all parents that are involved to be signed.

Upon enrolment, parents/carers will be asked to sign an emergency treatment document to give permission for me to administer any first aid that I am trained to give and to get emergency services involved if needed.

My last first aid training was on: 16th June 2014

My certificate can be found on the wall in the entrance hall of my home and on the password protected section of my website.

My first aid box is located: in the kitchen on the breakfast bar