



## **ACCIDENT, INCIDENT AND EMERGENCY POLICY**

### **Policy statement: Accident, Incident and emergency**

It is our policy to keep children safe when they are in our care.

We risk assess our premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage. We also regularly review, update and practise fire evacuation procedures. We record dates and times of fire drills.

### **Accidents to minded children or staff**

As registered providers, we are legally required at least one person working directly with the children to have a valid paediatric first-aid certificate before registration and to ensure that our first aid training is renewed every 3 years.

We can administer basic first-aid treatment, and our first-aid box is clearly labelled and easily accessible. Parents' emergency contact numbers are stored in our phone and the Child Record Form which is accessible to us in the environment.

We hold written permission from parents in the Child Records Form to seek emergency treatment for their child if it is needed.

### **Procedure (how I will put the statement into practice)**

If there is an accident to a child:

- First, we reassure the injured child while making sure that the other children in our care are safe.
- Then, if the accident is a minor one and requires only basic first aid, we deal with it. If not, we will ring 999 (or 112 from a mobile) for help.
- If we have to accompany or take a child to hospital, one of us will stay with the other children.

If we manage to deal with the accident, then we will tell the affected child's parents immediately and advise of any first aid treatment given.

If one of us accompany or take a child to hospital, we will contact the child's parent and ask them to meet at the hospital.

If one of us or any of our own children have an accident, one of us will help, while the other one is with the children.

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

### **Accidents off site:**

We will carry parents' contact details with us, stored in our phones, when we are away from the setting, in order to follow procedures above if an accident occur off site.

We will take a small first aid kit with me when away from home.

### **Incidents**

An incident is a non-medical emergency which causes the need for an immediate response/change of routine in the setting.

We will use existing planned procedures as far as possible in the event of an incident which affects our setting as follows:

Missing child – I will follow my Missing Child policy and procedure

Gas leak/fire – I will follow my Emergency Evacuation procedure as detailed below

Challenging/aggressive behaviour of a child – I will follow my Behaviour Management policy and procedure

Flooding – I will monitor the situation and follow my Emergency Evacuation procedure if necessary

Threatening behaviour of an adult – I will seek to remove the children from the situation to a safe place and if necessary and when safe to do so I will call the Police on 999.

I will contact parents as soon as possible so that if necessary, they can collect their child.

## **Emergency evacuation procedure**

Should an emergency occur that requires us to leave the setting the following procedure will apply:

- Ensure that all the children in the setting are present.
- Evacuate to a safe area
- We will contact the emergency services on 999 (or 112)
- We will reassure the children and make sure that they are not unduly upset
- We will contact the parents and let them know the situation
- We will contact the parents and ask them to collect their child as soon as possible.

## **Other emergencies:**

Should any other emergency occur will contact parents as soon as possible. We expect parents to contact us if they are involved in an accident or emergency

Should it not be possible for parents to contact us, then we will keep the children safe until such time as parents can make contact.

## **Recording:**

We will record all details in our accident, incident book and make these available for parents to sign and provide a copy for parents. We will ensure that all completed forms are stored in accordance with my Data Protection policy.

If the accident is significant e.g. if a child is taken to hospital for a broken bone we will inform Ofsted, the Health and Safety Executive and our insurance company as soon as is reasonably practicable but in any event within 14 days of the accident occurring.

**Policy written by:** Katia Orendain and Danitza Orendain

Date policy was written	21/08/2023
This policy is due for review on the following date	21/08/2024

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage Safeguarding and Welfare and Ofsted requirements

**Health, accident or injury**