

Accident/Incident/Emergency Procedure

As a childminder registered with Ofsted I carry out risk assessments covering anything your child may come into contact with, inside and out, and on outings. I regularly review, update and if necessary practice safety routines. Do ask if you would like to see my written risk assessments which I am happy to discuss with you.

Emergency evacuation policy

In the event of having to leave the house due to an emergency, we will leave via an exit point furthest away from the source of the concern, such as a fire or gas leak. To aid a quick evacuation, I will regularly practice the procedures with all the children in my care, and record the date in my Emergency Evacuation Record (see blank proforma). I will try to ensure that the practice evacuation is not stressful for the children, and that they understand that it is a practice.

I will ensure that exit routes in my home are always kept clear of any blockage such as buggies or household equipment. Any door which is normally locked, and would be used for emergency evacuation, will have the key kept near to the door, so as to be immediately accessible to me, but well out of the reach of children.

If there is a fire, I will not divert my attention to tackle the fire, but will prioritise the safe evacuation and supervision of the children. I will gather all children and lead them calmly to an identified safe place. Once there I will call the emergency services, and then the parents to come and collect their child.

If I am upstairs with the children and a fire is preventing the children and I from leaving via the downstairs, I will close the door and seal this with blankets/duvets to prevent smoke from coming into the room. I will open the window and call for help. If I am able, I will use a phone to call the emergency services. I will then wait to be rescued.

A medical emergency

I have a current first aid certificate and a first aid box at home. I also carry first aid equipment when taking the children on outings.

When I am out and about I carry parents' contact details with me and a mobile phone. If there is an accident:

- I will reassure the injured child and make sure any other children in my care are safe.
- If I am able, I will deal with the situation; or if necessary I will call for medical support /an ambulance to take the child to hospital.
- I would aim to tell parents immediately and arrange either for them to take their child to hospital or meet them there.

- If I have to take a child to hospital, I will either take the other children with me, or call my emergency back- up person. This will be another registered childminder or a known responsible adult, who are named below.
- I hold written permission from parents (see below) to request emergency treatment for their child, if it is needed.
- I have a written Accident and Incident Record which I need to keep, and I will ask parents to sign an account of events, however minor. I will then give you a copy of this record.
- Should any serious accident occur I am required to notify Ofsted and abide by the reporting of 'Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), i.e. notify the Health and Safety Executive in writing.

Emergency back- up cover

Known responsible adult		Tel.
Known responsible adult		Tel.

I have read and understood the emergency and accident policy and I give my permission for the named emergency back- up people to have my contact details for use in an emergency. I understand that children may be left with them for a short time until I have been contacted, and am able to collect my child.

In an emergency situation I give my permission for my child to be taken to hospital and given emergency treatment. I understand that every effort will be made to contact me to attend and /or keep me informed.

Childminder's name	
Childminder's signature	
Date	
Parents name	
Parents signature	
Date	