

What to do in the event of a serious accident – a checklist

Be prepared

- Have two emergency contacts in your emergency policy, which you shared with parents. Emergency contacts are for real emergencies, so that you can leave children with someone while you take a child to hospital. The emergency contact does not have to be a local childminder or someone with a DBS, but someone whom you trust, who is likely to be available at short notice.
- Have a prepared list of parents' contact details ready to give to your emergency contact in a hurry.
- When you are out of the house with children; carry the contact details of parents, your own emergency contacts, and take a mobile phone. In case something should happen to you, have those parent contact details in your bag or on a key ring, for example, so that the emergency services can contact parents.
- Have risk assessments for the house, the garden and outings. The EYFS says it is up to you to judge when you need to have a **written** risk assessment - a written risk assessment provides evidence that you had responsibly assessed risk in the first place, in the event of an accident. Contact the Childminding Support Team if you want a blank proforma.
- You must have an emergency contact for parents too (as well as your own emergency contact) in case the parent cannot be contacted.



Getting a child to hospital

- You may need to get medical help prior to contacting parents. Is there time for parents to come to you to collect the child or should they meet you at the hospital/walk in centre? <http://www.uhbristol.nhs.uk/patients-and-visitors/your-hospitals/bristol-royal-infirmary/what-we-do/emergency-department/alternative-services/>
- Think about how you could accompany an injured child to hospital. You may need to call an ambulance.
- If you cannot get hold of your emergency person to supervise children while you accompany the injured child to the hospital, what would you do with the uninjured children, to keep them safe until parents can collect? Apparently ambulances are generally fitted with one child safety seat, but it might be frightening for the uninjured child/children to accompany you in the ambulance. Apparently Avon Ambulance Service can call for a back-up paramedic to remain with uninjured children, or the police, as a last resort, can be called by the paramedics to supervise children until parents arrive.
- If you are phoning parents to let them know what is happening, try to use a different phone if possible: so that, if the emergency services need to phone you back, you are not engaged!

After the incident

- Record the accident in your Accident and Incident Book. Get parents to sign and give them a copy of your account of the accident.
- Contact Ofsted <https://www.gov.uk/guidance/report-a-serious-childcare-incident> and inform them of the accident. They will be interested in the risk assessment both prior to, and after the accident - have you amended the risk assessment having reflected on what needs to be changed to avoid future accidents? Ofsted may ask for the risk assessment in writing. The Ofsted Regulatory Team may phone or visit to investigate following a serious incident.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). If the accident occurs **in the home and if it is major, fatal or if the person had to be taken to hospital immediately**, the childminder has to contact RIDDOR which is part of the Health and Safety Executive. See <http://www.hse.gov.uk/> Here is the form which should be completed <https://extranet.hse.gov.uk/lfserver/external/F25081E> Childminders can contact the Incident Contact Centre on 0845 300 9923 if they need support with the RIDDOR form. RIDDOR do not need to be contacted if the accident happened outside the childminder's place of work.
- Contact your insurers (PACEY or Morton Michel). They will send out a form for you to record this accident. This is then sent to the underwriters and logged against any potential claims or future claims that could be made in relation to the accident.