



MELISSA'S CHILDCARE

ACCIDENT, INJURIES AND EMERGENCY POLICY & PROCEDURES POLICY STATEMENT

It is our policy to ensure the safety and well-being of all children in our care. We take all reasonable steps to prevent accidents and prepare effectively for emergencies. As the registered childminder, I am responsible for ensuring that the setting complies with the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS).

Health and Safety Procedures

- Our premises are regularly checked and meet EYFS requirements.
- I complete a daily health and safety check before children arrive.
- We regularly review and practise emergency routines, including fire drills.
- A clearly labelled first-aid kit is kept accessible at all times and contains appropriate items for children's needs.
- I hold a valid paediatric first-aid certificate, which is displayed during working hours.
- Assistants hold appropriate first-aid training when required and work under my supervision.

Parental Consent

- Upon accepting a placement, I request written permission from parents/carers to seek emergency medical advice or treatment for their child if required.

Accident Management

Despite all precautions, accidents may occur. In such instances:

- We comfort and reassure the injured child while ensuring the safety of all others.
- We assess the injury and provide appropriate first aid.
- If necessary, I or an assistant will call 999 immediately.
- I will notify the child's parent/carer as soon as possible.

If a child needs to go to hospital:

- I will contact the parent/carer to meet us at the hospital.
- If other children are in my care, I will either:
 - Take the other children with me (where safe and appropriate), or
 - Call on one of my approved emergency back-up carers.

All accidents and treatment are recorded in an Accident Record Book, which parents are asked to sign.

Emergency Contacts and Plan

- We carry emergency contact numbers and key information at all times.
- I maintain a comprehensive Emergency Plan, which is regularly reviewed.



Notifying Authorities

As the registered childcare provider, I am legally required to:

- Notify Ofsted of any serious injury, illness, accident, or death of a child in my care within 14 days.
- Report serious incidents to my public liability insurance provider, which may require sharing relevant details with third parties.

If needed, I may contact the National Childminding Association (NCMA) for support. NCMA will log incidents in line with their safeguarding policies, and confidentiality will be maintained unless a child protection concern arises.

Approved Emergency Back-Up Carers

In an emergency requiring assistance or temporary transfer of care, the following DBS-checked individuals may step in:

- **Sharon Grunberg – Registered Childminder**
- **Howard Lewis – Assistant (DBS-checked)**
- **Magali Marchand – Registered Childminder**

All emergency carers are familiar to most children in our setting. If a child is left with one of them, they will contact the parents immediately to arrange collection.

If I Am Injured or Taken Ill

If I become unwell or injured:

- I will assess whether I can continue caring for the children safely.
- If not, I will contact one of my emergency carers for support.
- Either I or the back-up carer will contact each child's parent/carer to arrange collection or agree an alternative plan.
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If I am unable to make these arrangements myself, a responsible adult with access to emergency contact details will do so on my behalf.

Throughout any incident, we will prioritise keeping children safe, reassured, and calm.

