Procedure in the event of an accident or emergency

**Prevention**

I will ensure that every safety aspect is adhered to in order to reduce the possibility of an accident. That is:

* Children will be supervised at all times
* Stair gates are closed at all times
* Cupboards containing medicines, cleaning fluids and dangerous objects are locked
* Doors are locked with keys removed and placed in a safe place
* All toys and equipment are regularly checked for faults
* Faulty equipment will be removed and replaced
* Childproof locks on the car will be activated during transportation
* Straps on car seats, buggies and high chairs will always be used and checked on each use to maintain the correct fit for the child.

The First Aid box is clearly labelled, regularly checked and easy to access. I am a First-Aid certificate holder and I can administer basic first aid treatment.

Child contact numbers will always be easily accessible

Written permission from parents will be sought prior to any trips or events.

**Accident to a child in my care**

If an accident occurs to a child in my care I shall do the following:

* I shall administer any necessary First Aid
* I will seek medical advice if required
* Parent(s) will be telephoned to inform them of the event. If I cannot get hold of either parent then I shall telephone the emergency contact
* The event will be recorded in the Accident/Incident book. Parents will be obligated to read, sign and date the books on collection of the child. Parents will also be given a copy of the accident/incident form either by email, message, WhatsApp or in paper form
* I will inform the local inspection unit of the event if necessary
* I will review my Health and Safety procedures if required and inform both parents and the inspection unit of the outcome of any investigation. I will also review and update the relevant risk assessments

**Accident to myself whist caring for children**

I carry a card on me at all times which states that I am a registered childminder and the children in my care might not be my own. This card shows my husband’s name and telephone number to contact in an emergency. He will then contact the parents to get them to collect their child(ren).

Date this document was last reviewed – 25/02/2023

Date this document was last updated – 06/02/2020