



Procedure: Accidents/Incidents/Emergencies

In the event of an incident

- I will follow any set procedures given to me by the parent if it was known that the incident could take place (for example a child having a seizure or going into anaphylactic shock due to an allergy).
- If still not resolved and the incident is minor I will call the parents or another emergency contact for further guidance.
 - If I am unable to contact the parents or any other emergency contact I will contact NHS direct and follow their advice.
 - If suitable I will use items from my first aid box.
- If the incident is serious I will call an ambulance.
- If I am caring for other children at the same time I will look to provide approved care for them or contact their parents for early collection. In a genuine emergency I may have to leave them with an unregistered carer.
- I will record all the information on the incident in the Accident/Incident record form.

In the event of a minor accident

- I will attempt to make the environment safe for all the children I am caring for.
- I will use items from my first aid box and my knowledge of first aid to make the child better, limit the injury or limit the potential for the injury to increase.
- I will call the parent if I feel they need to know prior to collection.
- At collection I will tell the parent the details of the accident.
- I will fill in the Accident/Incident record form.

In the event of a major accident

- I will attempt to make the environment safe for all the children I am caring for.
- I will follow the agreement made with the parents on what to do if the child requires emergency medical treatment, as detailed in the child's record.
- If practical I will call the parents or another emergency contact for further guidance.
- If I am not confident that the child will be okay I will call an ambulance.
- If I am caring for other children at the same time I will look to provide approved care for them or contact their parents for early collection. In a genuine emergency I may have to leave them with an unregistered carer.



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- I must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in my care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- I must notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- I will notify my insurer.
- I will record all the information on the accident in the Accident/Incident record form.

Minimising the likelihood of an accident in Care

- A risk assessment will be carried out and reviewed at least annually.
- The risk assessment will identify aspects of the environment which need to be checked on a regular basis – a record of these particular aspects will be maintained and a written record of when and by whom they have been checked will be kept. Reasonable steps will be taken to minimise identified risks.



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