

## **TAMSIN'S LITTLE ACORNS**

### **Accidents and Incidents Procedure**

It is my policy to keep the children in my care safe and well at all times and prevent accidents before they occur. I have an up to date first aid certificate and regularly update my setting and risk assessments, ensuring any risks are recorded and kept to a minimum.

There is a First Aid box located in the Utility room which is always fully stocked and also a First Aid box travels with us wherever we go. Parent and Carer's contact numbers are also in the first aid box.

In the event of an accident occurring whilst a child is in my care, we need to carry out the following procedure to ensure the wellbeing and safety of the child:

- All incidents and accidents will be recorded in my Accident Book along with any first aid training that was given
- Parents will be asked to sign the book when they collect their children and will be informed of the circumstances in which the accident occurred
- If we feel the accident or incident requires medical attention we will contact the parents and ask them to collect their child
- If I need to take a child to hospital, I will contact the parents or carers to meet me there and take the other children with me. Also I have an arrangement with another registered Ofsted childminder who lives locally who may be able to help out.
- Any major occurrences will be reported to Ofsted within 14 days and also the local Safeguarding authority
- If a child arrives with an injury we will ask the parents or carer to sign the incident book stating that the injury did not happen when the child was in my care
- I have Public Liability Insurance and the Certificate is displayed on the Notice Board in the Play Room