



## Accident and Emergency Procedure

Version History	
Date	Comments
12/09/2016	Reviewed – location of safety equipment and evacuation point
17/10/2016	Rebrand

It is my absolute priority to keep children safe while they are in my care.

My premises have been checked and they meet the National Standards for childminding outlined by the Care and Social Services Inspectorate Wales. I also regularly review, update and practice safety routines including monthly fire drills.

As a registered childminder, I am legally required to have a valid first-aid certificate prior to starting childminding. I can administer basic first-aid treatment, and my first aid box is clearly labelled and easily accessible. It is stored in the playroom. Parent contact details are located near to the first-aid box. My home is fitted with smoke alarms, a carbon monoxide detector and I have a lightweight fire blanket, all of which meet current British Standards.

I hold written permission from the parents to get emergency treatment for the child if it is needed.

### **Procedure**

If there is an accident:

- First, I will reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where they can be seen.
- Then, if possible, I will deal with the accident. If not, I will ring 999 for help.
- If I have to accompany or take the child to a hospital, I will either take the other children with me, or call my emergency back-up cover. This will be another registered

childminder or responsible adult. These people will be known to you and are named below.

If there is an emergency (e.g. fire)

- I will raise the alarm
- Evacuate the children using the safest and nearest exit available (babies and toddlers will be carried to safety) Refer to my Emergency Escape Plan.
- I will take my attendance register for the day, contact phone numbers and a mobile phone.
- We will gather at my Fire Assembly Point, which is the field adjacent to the side of my house.
- After contacting the Emergency Services I will arrange for parents/carers to collect their children as soon as possible.
- I will comfort and reassure the children throughout the whole procedure.
- I will follow the instructions from the Emergency Services.
- We will not return to the building until the Emergency Services have declared it safe to do so.

If there is an accident or emergency, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

If I manage to deal with the accident myself, then I will tell the parents immediately.

If I accompany or take a child to hospital, I will contact the parents and ask them to meet me at the hospital.

If I have the accident, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted.

I will also do my best at all times to make sure the children in my care are safe, reassured and kept calm.

### **Emergency back-up cover**

Details of Back-up registered childminder	Alison Waters 07787 526437
Details of known responsible adult	Gareth Roberts 07506 700123

