

# Accident and Incident Policy

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## Purpose of the Policy

The safety of children in my care is my top priority. I strive to provide a secure environment where children can learn and grow. However, accidents and incidents do occur, and this policy outlines my procedures for managing and responding to such situations to ensure the best possible outcomes for the children and parents involved.

## Definitions

**Accident:** An unplanned event that results in injury or harm to a child or adult (e.g., falls, cuts, bruises, or other physical injuries).

**Incident:** Any event that does not necessarily result in physical harm but has the potential to cause injury or distress (e.g., near-misses, behavioural issues, or situations posing a risk to children's safety and well-being).

**Medical Incident:** Any health-related event that requires immediate medical attention or intervention, such as allergic reactions, asthma attacks, seizures, or other sudden medical conditions. This may or may not be related to an accident or injury.

## Accidents to minded children, childminder's own children, or the childminder

As a registered childminder, I comply with all legal and statutory requirements. I have attended a Paediatric First Aid Course and hold a valid certificate. I am trained to administer basic first aid treatment if needed. A clearly labelled and easily accessible first aid box is kept, along with parents' emergency contact numbers. I also hold signed written permission from parents to administer first aid or seek emergency treatment for their child if necessary.

## **Procedure for Accidents**

1. First and foremost, I will reassure the injured child.
2. I will ensure that the other children in my care are safe and can be observed. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where they can be seen.
3. Assess the severity of the injury:
  - For minor injuries (e.g., small cuts, bruises), treat appropriately and monitor the child.
  - For more serious injuries (e.g., head injuries, broken bones), seek medical attention immediately by calling emergency services (999) if required.

If I have to accompany or take a child to hospital, I will contact the child's parents as soon as possible requesting that they meet me at the hospital.

If the child does not require hospital attention, I will wait until the child is more settled and then I will contact the child's parents to inform them of the accident.

## Procedure for Incidents

1. Ensure the safety of all children and remove them from any immediate danger.
2. Address the cause of the incident (e.g., spillages, broken equipment) promptly to prevent further accidents.
3. Comfort and reassure any children involved or affected by the incident.
4. Record the details of the incident in the Incident Log, noting the date, time, nature of the incident, and any actions taken.

## Post-Accident/Incident Actions

- Complete an Accident/Incident Report Form for all accidents and incidents, regardless of severity.
- Accurately record details, including the names of those involved, a description of what happened, any injuries sustained, first aid administered, and any follow-up actions.
- Obtain signatures from the parent or carer upon collection of the child.
- Keep records confidential and store them securely.

If the accident required any hospital treatment, caused loss of consciousness, or significant harm, then I will:

- Inform Ofsted (under Standard 14.3 Children Act regulation, inform Ofsted about any significant events).
- Inform my Insurance Company.
- Complete the above actions within 14 days of the event taking place.

If an accident has happened at the child's home or other setting, I will ask parents to complete a report before allowing the child into the setting.

## Medical Incidents

As a registered childminder, I am trained to respond calmly and appropriately to medical emergencies. I hold a valid Paediatric First Aid certificate and maintain up-to-date knowledge of managing allergic reactions, asthma, seizures, and other urgent medical needs. I work in partnership with parents to ensure I am fully aware of each child's medical history, ongoing health conditions, and any medication requirements.

A clearly labelled and easily accessible first aid box is available at all times, and I hold written permission from parents to seek emergency medical treatment or administer first aid where necessary.

## Procedure for Medical Incidents

1. Ensure the child's immediate safety and well-being, reassuring the child and remain calm.
2. Keep other children safe and supervised—e.g., securely seated or relocated to a safe space within view.
3. Assess the situation and act according to severity:

**For mild symptoms** (e.g., a minor allergic reaction or a mild asthma episode):

- Follow the child's individual care plan (if applicable) and administer any agreed medication.
- Monitor closely and contact parents to update them.

**For severe or life-threatening symptoms (e.g., anaphylaxis, seizure, breathing difficulties):**

- Call emergency services (999) immediately.
- Administer emergency treatment such as an auto-injector (e.g., EpiPen) or inhaler, if authorised and trained to do so.
- Contact the child's parents/carers as soon as it is safe to do so.

**4. If I must accompany the child to hospital:**

- I will take their emergency details and signed consent forms with me.
- I will request that parents/carers meet me at the hospital.

**Training and Communication**

I will ensure I have up-to-date first aid training and know the procedures for handling accidents and incidents. I will regularly communicate with parents about my accident and incident policy and any changes to it.

I encourage open communication between myself, children, and parents to maintain a safe and supportive environment.