

## ACCIDENTS AND HEALTH AND SAFETY POLICY DOCUMENT

(including personal emergency plan)

February 2008

EYFS Link Unique child 1.3 Keeping Safe 1.4 Health and Well Being

### Aim

The aim of this policy document is to inform parents of my policy regarding accidents in the childminding setting.

Children in my care will be supervised sufficiently to ensure that they are safe at all times. I will do as much as I can to minimise hazards and risks to children both inside and outside the premises and on visits. Children will be able to play safely outside with the side gate locked. During the summer months, when children may be using the aqua slide, I will supervise closely at all times. I request that children are provided with sun hats and sun cream in the summer months and that they understand something about the importance of using these. I will avoid taking children out to play in extremely hot weather and will avoid the hottest part of any summer day. Children will be taught the importance of not putting unclean hands in their mouths while outdoors and certainly not any plant. Hand washing will always take place when returning inside from the garden.

We have a fire blanket in our kitchen and smoke alarms (which are maintained in a working condition) throughout the house. Your child together with mine will practise an emergency escape plan on a regular basis and when a new child starts in my setting.

You may feel that it is necessary for your child to use a walking harness or wrist strap whilst out walking with me. This will be discussed with you when we meet.

I am a member of the National Association of Childminders and have public liability insurance. This certificate will be displayed with my registration certificate.

You will find our house clean and hygienic. Children will have clean bed linen for sleeping and I have a soap dispenser and paper towels to avoid cross contamination. Children will learn about personal hygiene through their daily routine. We discourage outdoor shoes being worn inside for the safety of others and small, sharp stones can be brought inside on shoes scratching the floors.

Food will be hygienically stored and prepared according to the 'Safer Food, Better Business' advice. (I have also a Foundation in Food Hygiene Qualification).

Please note the following points with regards to medication:

- I will not administer any medicine or other treatment unless the parent has discussed its use and given prior written permission. This forms part of the written contract.

If permission is given to administer medication:

- The medicine will be stored in its original container, clearly labelled and inaccessible to children.

The use of 'calpol' for emergencies will be discussed with you and noted in the contract.

- A written record of medicines administered to children will be maintained. The parent will be asked to sign this record book to acknowledge an entry.

A first aid box will be kept out of the reach of children. You will need to provide evidence for my records if your child has any known allergies. You will also need to give written permission at the time of accepting a place, for me to seek any necessary emergency medical advice or treatment whilst your child is in my care. **I will keep all contact numbers and medical information in a place that is private but accessible at all times.**

In the unfortunate event of an accident:

- ◆ The child will be kept calm and reassured
- ◆ All cuts and bruises will be treated with either cold water or ice pack only
- ◆ A dressing will be applied if the wound does not stop bleeding quickly and only if the child is not allergic to the dressing. Gloves will be used to deal with bloody wounds.
- ◆ The child will be given lots of tender loving care after the accident
- ◆ All accidents will be recorded in the accident and incident book and signed by the parent.

#### **Personal Emergency Plan**

In the case of a more serious accident or situation where medical help may be needed, the following procedure will be put into action:

- ◆ The situation will be made safe for all children where necessary.
- ◆ First Aid will be given (where permission has been granted from the parent)
- ◆ I will ensure my mobile phone is within reach at all times.
- ◆ Assistance will be called for (where permission has been granted from the parent) - an ambulance will be sent for by dialling 999 and all necessary details of the situation will be given.
- ◆ First Aid will continue to be administered as necessary until the ambulance arrives. If the casualty's situation deteriorates, 999 will be dialled again.
- ◆ The parents will be called and informed fully of the situation. This may have to be after the ambulance arrives, if first aid still needs to be given.
- ◆ The situation will remain calm and other children kept clear of the casualty.
- ◆ All registration details of the child must accompany the child to hospital if they have to go. *All details of your child are locked in the filing cabinet in the playroom.*
- ◆ Where necessary I will accompany or follow the child to the hospital.
- ◆ The accident/incident will be recorded in detail and signed by the parent.

My **emergency contacts** in the event of one parent not being able to get to my house quickly are.:

Graeme Gilmour: (husband) (CRB checked): 07876 683238

Grandparents: Pat Newton ( my mother) 01989 562809

Emergency child minder: Elaine Redding 07922 599219

A list of emergency number are on the notice board in the playroom

(A first aid box is located in the top of the kitchen cupboard closest to the window and I have a first aid kit in the car at all times of which I carry with me when away from the car.

In an emergency situation, children may have to be left with one of these contacts and registration details will have to be given to them.

**Policy Completed by Jo Gilmour**

**Policy Review Date: February 2009**

Copy Seen and Read by ..... (Parent/Carer)