ACCIDENTS, EMERGENCIES AND INCIDENTS POLICY

Accidents and Emergencies:

Minor bumps and scratches are inevitable as children develop and learn and it is an essential part of that development to allow children to experience and learn to manage risk at a safe level. However, we will make every effort to keep all children safe while they are in our care.

We will do this by:

- Ensuring all environments your child will encounter are risk assessed and safe.
- By reducing any risk of harm to a safe level.
- All toys and equipment will be checked on a regular basis to ensure they are fit for purpose.
- All cleaning products and other potentially dangerous substances will be stored out of the reach of the children.
- All first aid training will be kept up to date and a fully equipped first aid box will be kept in each room where the children are. At least one member of staff in each room will have first aid training.
- The premises, both inside and out, will be kept secure with child-safe locks on all access.
- Children will never be left unsupervised for any amount of time.
- Ongoing risk assessments on the premises will be carried out to identify any serious risks and a written risk assessment will be carried out regularly.
- Outings and trips will be planned and a risk assessment will be done before and during all trips. Signed permission from parents/guardians will be gained for trips as part of the registration process and staff ratios will be met at all times.

If an injury should occur:

- Minor injuries will receive appropriate first aid care and will be documented and reported to you on collection of your child, where you will be asked to sign the accident records.
- If an emergency injury or illness occurs, you will be contacted as soon as possible, once your child is safe. The emergency services will be called and a qualified member of staff will accompany your child to the nearest hospital where they will ask you to meet them.
- If a serious injury occurs that needs hospital treatment but is not an emergency, you will be called and asked to collect your child and take them to the hospital. Your child will be kept safe and comfortable while they wait for collection.

All children will have their doctor's name and surgery as part of the records held by the setting. You must inform us of any children's allergies. No medicines will be administered unless permission by yourselves has been given (see sickness, medication and infection control policy).

Following a serious injury where medical attention is needed, Little Steps Day Care will notify Ofsted, RIDDOR and HSE of the nature of the incident within 24 hours.

Please ensure you inform us as soon as possible of any changes to your emergency contacts or to the medical needs of your child.

Incidents at home:

It is important that we are kept informed of any accidents that have happened outside of our care. This is to ensure that we are aware of any possible side effects that may occur while at the setting and allow us to deal with these appropriately. Upon informing a member of staff of any incidents, they will complete an 'incident' form on Famly and you will be asked to acknowledge this.

If an injury is discovered while at the setting, that was not obtained during their time with us, and we had not been informed, we will document this on an incident form and discuss the injury with you to determine further details. These procedures are in place to ensure we can provide the best possible care for your child, and the setting is bound by law to follow these safeguarding procedures.