



ACCIDENT AND INCIDENT POLICY

Here at Oakfield Childcare, it is our duty to keep your child/children safe within our day to day care, however sometimes accidents & emergencies do happen.

If an accident happens in our care, we can provide your child with the basic First Aid treatment as all staff hold valid pediatric First Aid qualifications as legally required by Ofsted.

Depending on the severity of the accident/emergency parents are informed of what has happened either:

Straight away by phone requesting you take the child for further assistance to the doctors, hospital or home.

Or

At the end of day on collecting where you are required to sign you have been informed of the nature of accident.

If an accident or emergency were to occur we follow the necessary procedure. Every accident that takes place in my care will be recorded on a form which will detail the nature of the accident, where it took place, what treatment was given and the injuries obtained. The form will be shown to you at the end of the day and I request that you sign the form to confirm I have informed you of the accident. The form will then be kept in your child's file.

We have a pediatric First Aid box which is well equipped with the necessary equipment.

If an accident were to happen when off the premises we would carry out the same First Aid procedure and would have the First Aid box with me as well as you, the parent's, contact details.

You as a parent will provide me with written consent on your contract to seek emergency treatment for your child/children if needed.

If I felt the accident needed more assistance, but was not in need of an ambulance, I would contact you to collect your child and seek advice from your doctor's surgery or minor injuries unit.

In the event of the accident needing urgent medical assistance, I would call 999 as well as contacting you. I would expect either yourselves, or a nominated person to take over from me at the hospital then keep me informed on how your child is doing.

If I needed to take a child to hospital I would make sure that all other children in my care are kept safe and left with my assistant/assistants or have my emergency backup childminder or known responsible adult to cover my services while I am away from the setting.

After a major incident which required further medical assistance I would then contact Ofsted and Bromley Early Years to inform them of the accident and for further advice and information.

I have read and understood the fees policy

Parent name: _____

Signed: _____

Last Updated: January 2019



Date: _____