

# Seedlings Kindergarten

## Accident, Incident and Emergency Policy

It is our policy to keep all children safe at all times when they are in our care. We regularly risk assess the premises to ensure that it meets the safeguarding and welfare requirements of the Early Years Foundation Stage. We regularly review, update and practise fire evacuation procedures and record dates and times of fire drills.

### Accidents to minded children, or to a member of staff

- As a registered childcare setting all staff are legally required to hold a valid paediatric first-aid certificate.
- All staff will ensure that our first aid training is renewed at least every 3 years.
- All staff will administer basic first-aid treatment when necessary.
- The first aid box is clearly labelled and easily accessible. It is stored in a cupboard in the kitchen.
- We also have a separate first aid kit for use outside.
- Parent's emergency contact numbers are kept securely with the first-aid box, and in the kindergarten mobile phone.
- We hold written permission from parents on the child record form, to seek emergency treatment for their child in the event that it is needed.
- We have an arrangement with two other responsible adults to provide emergency back-up cover if necessary (details below).

# Accident, Incident and Emergency Procedure

## Accidents

- We will reassure the injured child while making sure that the other children in our care are safe. This may mean sitting the other children somewhere safe where we can see them.
- If the accident is a minor one and requires only basic first aid, we will deal with it ourselves. If not, we will ring 999 (or 112 from a mobile) for help.
- If one of us has to accompany or take a child to hospital, we will endeavour to contact the child's parent as soon as possible and ask them to meet us at the hospital.
- In this instance we may need to contact the parents of the other children to come and collect their child in order for us to stay within our ratios.
- If we manage to deal with the accident ourselves, then we will inform the child's parents when they collect their child, and advise of any first aid treatment given.
- If a member of staff has an accident one of the emergency back-up cover people will be called (see details below).
- We will do our best at all times to make sure the children in our care are safe, reassured and kept calm.

## Incidents

An incident is a non-medical emergency which causes the need for an immediate response or change of routine in the setting.

We will use existing planned procedures as far as possible in the event of an incident which affects our setting as follows:

- Missing child – we will follow the Missing Child procedure.
- Gas leak/fire – we will follow the Emergency Evacuation procedure, as detailed below.
- Challenging or aggressive behaviour by a child – we will follow the Behaviour Management procedure.
- Flooding – we will monitor the situation and follow the Emergency Evacuation procedure if necessary.

- Threatening behaviour of an adult – we will seek to remove the children from the situation to a safe place as soon as possible. If necessary we will call the Police on 999 (or 122 from a mobile) when safe to do so.
- If necessary we will contact the parents as soon as possible so that they can collect their child/children.

### Emergency Evacuation Procedure

Should an emergency occur that requires us to leave the setting the following procedure will apply:

- We will gather the children using the “everyone to me” procedure that the children are familiar with.
- We will ensure that all the children in the setting are present by counting and checking the register.
- We will evacuate through the cloakroom door unless this is blocked, in which case we will use the garden doors in the main kindergarten room.
- We will proceed in the usual manner (children hold hands in pairs and form a ‘crocodile’ line) to a safe area, being either the secure garden area or North Farm house, depending on the particular circumstances.
- We will contact the emergency services by dialling 112 on the mobile phone or on North Farm house landline.
- We will reassure the children to avoid them being unduly upset.
- We will contact the parents and let them know the situation as soon as possible so that they can collect their child/children.

### Other Emergencies

- Should any other emergency occur we will contact the parents as soon as possible.
- In the event of any accident or emergency befalling a parent we will expect to be contacted as soon as possible. We will keep the children safe until such time as arrangements are made for them to be collected.

### Recording of Accidents, Incidents and Emergencies

- We will record the date, time and details of all accidents, incidents and emergencies and will make these records available for parents to sign.



