

**Accident and Emergency Policy & Procedure**

It is my priority to keep children safe while they are in my care.

I have undertaken risk assessments on my home and items in my home that children will come into contact with. When out with children I make a visual risk assessment on the area we visit.

I will keep emergency contact numbers and other relevant information with me at all times when children are in my care.

I have an up to date Paediatric first aid certificate, and can administer basic first-aid treatment. I have a first aid box with appropriate content to meet the needs of children.

I will keep a record of accidents and first aid treatment given.

**If a Child Has an Accident**

I will first reassure the injured child, while making sure that the other children in my care are safe.

Then I will try and deal with the accident myself, if I am unable to deal with it myself I will ring 999 for help.

If I manage to deal with the accident myself, then I will call the parents as soon as possible.

If I have to accompany or take a child to hospital and I am also caring for other children, I will contact the parents and ask them to meet me at the hospital.

I am required to notify Ofsted within fourteen days of any serious accident, illness or injury to, or death of, any child whilst in my care, and of the actions taken in respect of it.

**If I have an Accident / I am taken ill**

I will assess whether the accident / illness is likely to impact on my ability to look after the children in my care, if I feel that my ability to look after children is unaffected then I will take no further action.

If I feel that the accident / illness impacts on my ability to look after children in my care then I will contact parents immediately to collect their children.

Either I, or my appropriate adult will contact a parent of each child in my care to either arrange for the child to be collected as soon as possible.

I will do my best to make sure the children in my care are safe, reassured and kept calm.

My appropriate adult is my mother, Pat Knight.