



## Accident and Emergency Procedure

The Little Explorers setting is regularly inspected by Ofsted and is currently meeting the requirements set out within the Early Years Foundation Stage. Where possible we intend to keep the children in our care safe from harm at all times. However to enable the children to be independent learners and experience a wide range of environments, it is inevitable that they will be exposed to a mild degree of risk beyond our control. We hope to minimise the risk of accidents and emergencies by:

- Regularly reviewing and adhering to written risk assessments that are in place and continually evaluating the need for further management plans.
- Testing the fire alarms once weekly and recording the outcome.
- Keeping a fire blanket and fire extinguisher in the kitchen area.
- Regularly reviewing, updating and practising the fire evacuation procedures. We record dates and times of fire drills.
- Ensuring that the contents of the first aid boxes (i.e.: dressings/ plasters) are in date, remain sealed and are replaced once used. A list of the necessary contents has been typed up for easy monitoring.
- Keeping a first aid box within easy reach at all times. One first aid box is kept within the play room and others can be found in the toilet and kitchen. We also own a travel first aid kit which is used for planned trips out.
- Attending the necessary training courses (i.e.: paediatric first aid).
- Obtaining written permission from parents/ guardians on admission to the setting to seek emergency treatment for their child if it is needed.
- Ensuring that we have a telephone to hand at all times with the necessary contact numbers we may require in the event of an emergency (i.e.: parents, nhs direct helpline, emergency back up cover).
- Having an illness policy in place.

Should an incident occur we will:

- Firstly reassure the injured child whilst making sure that the other children in our care are safe.
- Should the incident be minor then we can with prior permission administer basic first aid.
- Should the incident be more serious then we will call 999 and accompany the child to the hospital. **Regardless of the severity of the injury, the child's parents will be notified immediately.** If necessary, emergency back up cover will be contacted to cover the absent member of staff so that the uninjured children are cared for effectively.

**Other emergencies:**

Should any other emergency occur (such as a terrorist attack, or a member of staff becoming ill in the setting) we will contact parents as soon as possible. We expect that parents will also contact us in the event of any accident or emergency which may befall them. Should it not be possible for parents to contact us, then we will keep the children safe until such time as parents can make contact with us.

**Recording:**

We will record all details in our accident and incident book, and make these available for parents to sign and provide a copy for parents.

If the incident is significant we will inform Ofsted, the local child protection agency and our insurance company as soon as possible.

Adopted: Sept 2016

Review: Sept 2017