GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

# Accident and Injury Policy

## Policy statement

At Gems tiney Home Nursery, we take reasonable steps to prevent accidents and provide prompt, appropriate care when an injury occurs. This policy explains how we respond, inform families, record incidents and meet the current Early Years Foundation Stage (EYFS) statutory requirements for childminders. It applies in the setting and while children are in our care on outings.

## Preventing accidents

We carry out regular safety checks of indoor and outdoor areas, equipment and resources. Hazards are addressed promptly, and risk assessments are reviewed when circumstances change or an incident identifies a concern.

Children are supported to explore and develop skills through age-appropriate activities, with supervision suited to their age, development and individual needs. EYFS ratios and any applicable tiney registration conditions are maintained. Assistants and volunteers are familiar with emergency procedures and their responsibilities.

## First aid arrangements

Gemma holds a current, full paediatric first aid certificate. At least one person with a current, full paediatric first aid certificate is on the premises and available whenever children are present, and accompanies children on outings. Training is renewed every three years. Certificates are available to parents on request.

First aid kits contain appropriate supplies for children, are checked regularly and are accessible to adults while kept safely away from children. A suitable kit is taken on outings.

## Responding to an accident

The adult responding will assess the situation, make the area safe, reassure the child and provide first aid within their training. The other children will remain safely supervised. Appropriate hygiene precautions will be used when dealing with blood or other bodily fluids.

For a serious injury or medical emergency, we will call 999 immediately, follow the call handler's instructions and contact parents or carers without delay. We will not delay emergency care while trying to reach a parent. If parents cannot be reached, we will use the child's emergency contacts.

## Head injuries

Parents will be contacted promptly and directly about a head injury and told what happened, any symptoms observed and the first aid given. The child will be monitored, and medical advice or emergency assistance sought according to their condition and first aid guidance.

At handover, parents will receive details of the injury and any advice provided by healthcare professionals, including the need for continued observation. Parents will be asked to tell us about any subsequent diagnosis or treatment so records can be updated.

## Emergency transport to hospital

If a child requires emergency transport to hospital, parents or carers will be contacted immediately and told which hospital their child is being taken to as soon as this is known.

Where safe staffing arrangements allow, a familiar adult will accompany the child, subject to the ambulance crew's advice. If accompanying the child would leave the other children without safe supervision, the childminder will explain this to the ambulance crew and arrange a clear handover into their care. Parents or carers will be asked to meet their child at the hospital.

Relevant medical information, details of the incident and treatment given, and parent or emergency contact details will be provided to the ambulance crew. Emergency treatment or transport will not be delayed while waiting for a parent or escort.

The remaining children will stay safely supervised. Where necessary, we will activate our emergency cover arrangements and ask parents to collect their children. Any adult providing cover must be suitable and authorised for the role in accordance with EYFS requirements and tiney arrangements.

## Recording accidents and informing parents

All accidents, injuries and first aid treatment are recorded promptly in the tiney app. Records include the child's name; date, time and location; a factual account of what happened; the injury and symptoms observed; first aid and other action taken; the adult providing care; and when and how parents were informed. Witness details are included where relevant.

Parents or carers are informed on the same day, or as soon as reasonably practicable afterwards, of any accident or injury and any first aid treatment given. Minor injuries may be discussed at collection; injuries requiring prompt attention are communicated directly by phone. Parents are asked to review and acknowledge the record through the app.

If the app is unavailable, a secure written record is made and parents are informed directly. The record is added to the app when access is restored. Records are stored confidentially and retained in line with our data protection policy, applicable requirements and insurer guidance.

## Reporting serious incidents

As a tiney-registered childminder, Gemma will notify tiney of any serious accident, illness or injury to, or death of, a child while in our care, including the action taken. Notification will be made as soon as reasonably practicable and always within 14 days of the incident. We will follow tiney's reporting procedures and any shorter timescale it requires.

Local child protection agencies will also be notified of any serious accident or injury to, or death of, a child while in our care, and their advice will be followed. This applies to incidents on outings as well as at the setting.

Where an incident meets the criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it will also be reported to the relevant enforcing authority within the applicable timescale. A hospital visit alone does not automatically make an incident reportable under RIDDOR.

Any safeguarding concern arising from an injury or incident will be managed under our Safeguarding and Child Protection Policy without delay.

## Existing injuries and emergency information

Parents are asked to tell us about injuries sustained before arrival, including any medical advice or treatment. Relevant information is recorded factually, with safeguarding procedures followed where necessary.

We maintain up-to-date parent and emergency contact details and relevant medical information. Parents must notify us promptly of changes. Emergency information is accessible to the adults responsible for the children, including during outings.

## Review and monitoring

Accident records are reviewed to identify patterns, recurring hazards and improvements needed. We update risk assessments, equipment, supervision arrangements or staff guidance where appropriate.

This policy is reviewed annually, or sooner following a serious incident, a change in legislation, EYFS requirements or tiney guidance.

Policy owner: Gemma Bayley
Reviewed: November 2026
Next review due: November 2027

References: EYFS statutory framework for childminders, effective September 2026, particularly sections 3.42–3.44 and 3.77–3.78; Health and Safety Executive RIDDOR guidance.