



## Emergency Procedure

Aim: It is my aim to keep the children safe at all times when in my care.

In the event of an accident I would ensure that all the children in my care are safe and free from further harm. I would reassure the injured child while ensuring the other children in my care are safe and well. I will administer basic first aid if required and hopefully resolve the incident. Should I manage to deal with the accident directly, I will contact the Child's Parents/Carers immediately.

If the child is in need of further assistance medically I will dial 999/112 for help.

If I am to accompany the child to hospital, I will take the other children with me where possible. If this is not possible or I feel that this may affect the remaining children in my care I will call upon my emergency carer who is my neighbour. My neighbour is my mother who is a responsible adult and experienced carer.

My emergency carer will contact you should there be an accident and you will be expected to collect your child straight away. My contact will also contact the child's Parents/Carers whose child has been taken to hospital and will direct them straight to the hospital.

All accidents will be recorded and kept confidential in the accident book. The Parents/Carer will be expected to read, discuss and sign to confirm that they have been informed of the incident.

I will ensure that I hold a valid First Aid Certificate at all times and my first aid box is kept easily accessible and clearly labeled. This will be stocked and checked regularly. Parents/Carers contact details and the accident book will be kept alongside the first aid box. This will be on a shelf in the kitchen.

I have written arrangement with my contact to promote emergency back up cover if required. I also have written permission from parents/Carers in the child's record form to seek emergency treatment if required.



## Evacuation Procedure

Should an evacuation of the premises be required i.e. due to fire. I will ensure all children are calm and evacuate the house sensibly and safely. I will hold regular visits from the fire department to ensure my evacuation procedure meets safety regulations.

Evacuation procedure and plan will be kept visual to both parents/Carers and children.

Regular evacuation practices will take place every 3 months or after each child has settled into placements. This will be recorded and available for Parents/Carers to access.



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