

## Emergency Plan

In any emergency, the safety of all the children is paramount. Adults must keep calm, assess the situation and report to the Manager. When the emergency is over, record all the details on an accident or incident form to help with any further enquiry.

In the case of **FIRE**, or an unforeseen **EMERGENCY** that requires evacuation, follow the fire evacuation procedure on display in each room. In the case of an **INTRUDER**, follow the procedures detailed in the Intruder policy.

In the case of an **ACCIDENT**, follow the procedure outlined below:

1. Attend to the person injured. If help is needed call out or blow once on your whistle. Do not leave the injured party unless it is unsafe to stay.
2. Follow basic first aid practice. If uncertain, do not give treatment; just give comfort until help arrives.
3. Ensure the other children in the group are being cared for. Take all the children inside if there are not enough staff to cover inside/outside play. Make sure all children and staff are in a safe place.
4. If the injured person requires a doctor or hospital treatment, the following procedure must be followed:
  - a. One member of staff to stay with the patient.
  - b. One member of staff to telephone the doctor or call for an ambulance, explaining clearly what has happened.
  - c. Telephone the parent or contact person. Inform them calmly of the situation. Arrange whether they will come to Pre-School or meet at the doctors or hospital.
  - d. If meeting at the doctors, two staff members to accompany the child. If meeting at the hospital and travelling by ambulance, one staff member to accompany the child.
  - e. Enter all the details accurately on an accident form as soon as it is safe to do so.
  - f. If appropriate the relevant authorities should be advised.

In addition, please see:

Illness and Exclusion      Health and Safety policy