



## Emergency Procedures

### In the event of a Serious Accident, Incident, or Illness

(e.g., severe choking - struggling to breath / loss of consciousness / burns / severe allergic reaction - swelling etc.)

As part of the child's registration, the Nursery requests that parents / carers sign to give their permission for staff to administer first aid in the event of a serious accident, incident or illness occurring at the nursery.

In the event of such happening, the following procedures will apply:

- Staff will call an ambulance immediately.
- Staff will then call for management.
- Management will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent / carer to arrive.
- The parent / carer will also be contacted. A member of staff will accompany the child to the hospital, having ensured the safety of remaining staff: child ratios are in place. The child's registration form will be brought, and the staff will follow parental wishes regarding consent for the child requiring urgent medical treatment should the parent / guardian / carer not be contactable.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent / carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- If a child is suffering from a fever with a temperature of more than 38 degrees and the staff are concerned of the child developing a febrile convulsion, they will ring the parent / carer or emergency contact. If concerns for the child's health is deteriorating or should the child take a convulsion and ambulance will be called immediately.
- Parents / carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Nursery and its staff.
- All such accidents or incidents will be recorded in detail and logged on the accident / incident form. Parents / carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by the nursery and its staff. Nursery will keep a copy.
- Management and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Nursery's policies and procedures, and act, accordingly, making suitable adjustments where necessary.
- The relevant risk assessment will be reviewed and updated, and all legislation adhered to.

### **In the event of a Minor Accident, Incident, or Illness**

In the event of such happening, the following procedures will apply:

- If the child does not need hospital treatment and is judged to be able to safely remain at the nursery, the child will be taken away from the source of the accident and dealt with by a qualified First Aider.
- If the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session a staff member will fully inform the parent / carer of the incident or accident and any treatment given via the incident / accident report form and ask that the parent / carer sign the form. Nursery will keep a copy.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate or insufficient but does not warrant hospitalisation the parent / carer will be contacted immediately and asked to collect their child. Until the parent / carer arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents / incidents will be recorded in detail on the relevant accident / incident form and parents / carers should sign and acknowledge the accident / incident and any action taken.
- Management and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Nursery's policies and procedures, or any aspect of the building, facilities and equipment, and act, accordingly, making suitable adjustments where necessary.
- The relevant risk assessment will be reviewed and updated, and all legislation adhered to.

### **Head injuries**

In the event of accidents involving a bang to the head the following will apply:

- If the child has experienced any period of loss of consciousness, has gone pale, quiet, or drowsy then emergency services will be called immediately.
- If the child seems well then, the parent / carer will be contacted to make them aware, an incident form will be completed with the parent / carer being asked to sign the form and are given a copy home along with a head injuries leaflet concerning possible signs of danger to look out for following the accident, once at home.
- Management and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Nursery's policies and procedures, or any aspect of the building, facilities and equipment, and act, accordingly, making suitable adjustments where necessary.
- The relevant risk assessment will be reviewed and updated, and all legislation adhered to.