

Rougham Acorns Pre-school and Woodlands Extended Care

Medical Emergency Procedure

In the event of a child having a serious injury or illness the following procedure must be followed:

- One member of staff to call the emergency services, with the child's registration form to pass on any relevant medical details.
- Member of staff to inform parents/carers/next of kin that their child is a casualty and that the emergency services have been called.
- A qualified First Aider must remain with the casualty until help arrives, all appropriate First Aid Measures will be taken according to type of injury/illness.
- One member of staff will go to the hospital with the casualty if the parent/carer can not get to the setting before the ambulance leaved, or if the parent/carer cannot be contacted.
- Emergency cover staff must take the child's registration form, with any consent to medical treatment, to the hospital.
- The member of staff escorting the child must remain with the child until the parent/carer arrives at the hospital.
- The chairperson must be contacted informing them of the incident. Certain serious injuries have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and also Ofsted.
- The incident/Accident book must be completed by a member of staff, detailing what happened as soon after the incident as practical.
- The remaining children must be reassured and, if possible, kept informed of the situation at all times.

Rougham Acorns Pre-school and Woodlands Extended Care

In the event of a member of staff having a serious injury/illness the following procedure applies:

- Call the emergency services, passing on any relevant medical details using staff records.
- Administer First Aid Measures appropriate to injury/illness. First aider to stay with the casualty until help arrives.

If the patient is unconscious/not breathing the following steps must be taken only once help arrives.

- Contact the casualties' next of kin.
- Contact emergency staff cover (adult/child ratio 1:8 or 1:4)
- Contact chairperson informing them of the incident.
- Fill in Staff accident/incident book as soon as practical.

In all cases medical gloves must be worn if body fluids are present.

If the next of kin, parent/carer cannot be contacted, an alternative contact number should be available in the records.

First Aid can only be administered by a named member of staff holding a current First Aid certificate. All members of staff should hold a First Aid Certificate.

Following a serious incident an inquiry may be necessary so that policies and procedures can be reviewed.

This Policy will be reviewed annually Next Review date.....

This policy was adopted on

Signed.....Chair

Signed.....Manager