

## EXPLORERS POLICY AND PROCEDURES

Name	Emergency Procedures
No. of pages	2

Emergency Procedures1. First Aid Certificates

Name	Valid from	Valid to
Anna Swinburn	Jan 2020	Jan 2023
Tracey Jones	Oct 2020	Oct 2023
Samantha Wilkins	Jan 2020	Jan 2023
Sara Parker	May 2022	May 2025
Angela Taylor	May 2022	May 2025
Anne Love	July 2022	July 2025

2. Illness

If a child becomes unwell whilst at Explorers, the staff will make every effort to contact the parents/carers as soon as possible. It is therefore very important to have up to date home/work or other contact telephone numbers.

Until staff have made contact with the child's parents etc., they will take any action required in the interest of the child.

3. Accidents

In the event of an accident (i.e. an event resulting in an injury to one or more person), the first priority is to ensure within the limits of personnel and facilities, the safety of the other children and adults in the vicinity.

Whilst tending to the injured person(s), help may be called from staff holding an appropriate First Aid Certificate.

If the accident is of a more serious nature, the St. Nicholas office staff will be notified. A senior member of staff will then take a decision whether or not an ambulance should be called.

Parents will be notified as soon as possible.

In the case of a less serious accident where hospital treatment is still deemed necessary and a parent cannot collect the child in good time, a colleague with an appropriately insured car may volunteer to take the casualty to the Accident and Emergency Department. If this is not practical then an ambulance will be called.

The member of staff first on the scene must complete an accident report form. As soon as is practicable, the parents will be asked to countersign the accident report form.

4. Head Knocks

In the event of a child having a bad knock to the head, the parents will be contacted EVEN IF THERE IS NO APPARENT INJURY.

5. Emergency Illness or Fatality Procedure

- Administer Emergency First Aid if applicable.
- Reassure children and move them to a different room.

- Notify Emergency Services (Ambulance and Police).
- Staff member to remain with casualty.
- Parents to be notified by Police.
- Notify Health and Safety Executive and complete RIDDOR form.
- Notify Ofsted

Counselling will be arranged for staff, parents and children if necessary.

6. Fire/Evacuation Procedure

- Fire Drills will be held TWICE a term
- Please refer to 'Procedure to be followed in the event of Fire/Evacuation'

7. Ofsted

In the event of a major event/occurrence, Ofsted will be notified.

8. Administration of medication

- Please refer to 'Health and Hygiene Policy and Practice, regarding the administration of medication.

9. Failure to Collect a Child Protocol

If a parent/carer/guardian fails to collect their child, Explorers would act as follows:

- a. Wait 30 minutes beyond the expected time of collection.
- b. Telephone the parent/carer/guardian.
- c. If no reply from (b), staff would call the appropriate emergency telephone number (provided by parent/carer/guardian on the child's admission form).
- d. If there was still no reply, the supervisor would contact the chairperson and/or other member of the committee and a decision regarding contacting the local Social Services Department would be made.
- e. Ensure the 'When a parent fails to collect a child or when a child goes missing procedure form' is filled in appropriately.

10. Covid-19 Policy and Procedure

Please refer to Health & Hygiene policy and practice

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor