Policy and Procedures for Emergencies at Nursery.

Emergency during the session.

In the event of an emergency such as a fire, every effort will be made to contact the parent or authorised adult. If this is not possible nursery will ensure a responsible adult will care for your child. In such cases please contact the supervisor on the Nursery Mobile: - 07778 962724

Accident or Serious Illness.

The First Aider will assess the severity of the situation and comfort the child. If required the Supervisor, or nominated adult will ring for further Medical Aid. The other adults in the session will ensure the children are kept away from the area of the accident/illness and reassure if necessary.

The supervisor or nominated adult will contact the parent as soon as possible and arrange to meet them at Nursery or Hospital. If an ambulance has been called and the parent cannot be with the child a member of staff will accompany the child.

The circumstances of the accident/illness will be recorded in The Accident and Incident Book as soon as possible after the child has been cared for. The Care and Social Services Inspectorate Wales and The Health and Safety Executive will be informed if necessary.

There will be a review of the accident/ incident as soon as possible, during which nursery procedures and any equipment responsible or damaged during the accident will be closely inspected and changed if necessary.

The above procedures will be followed for accidents involving adults as well as children.

Missing child

The provision will ensure that the premises are safe and secure to ensure children will not be able to leave the premises without a staff member or other adult authorised by the parent/carer.

This Policy supports the 'Outings Policy' and will be implemented in the exceptional situation where a child either becomes lost whilst on a provision outing or leaves the provision's premises unaccompanied.

- Staff will ensue frequent head counts are carried out
- a senior staff member will be alerted and enquiries made as to when the child was last seen, and where
- the safety and security of the other children must be maintained and at least one adult must remain with these children
- as adult/child ratio will be reduced it is suggested that remaining children are kept suitably occupied
- at least one staff member will search the premises and any outside space in the immediate vicinity
- if the child is not found within 5 minutes then the Police and Social

Services will be called, and the parent/carer and CSSIW informed
- the search will continue, and staff will keep in touch by mobile phone
- there will be a review of the situation which allowed the child to become lost and measures taken to ensure the situation will not happen again
- the parent/carer will receive written evidence of the review and measures being put in place to prevent further incidents.

UNCOLLECTED CHILDREN

To ensure the safety of all children in the provision and to ensure the provision meets its registration criteria with the Care and Social Services Inspectorate for Wales, we will work to the procedures as set out below for any child that is not collected by the close of the provision session:

- no child will be left unattended if their parent/carer has not arrived to collect them by the end of the provision session and two members of staff will supervise the child
- every effort will be made to contact the parent/carer or emergency contacts
- children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity
- if all attempts fail, the child will be kept at the provision's premises for 30 minutes after the close of the session, waiting for him/her to be collected. After this time the nominated adult will contact Social Services who will be responsible for deciding what action is now required

Signed: ……..…….…….. Date:……