

Bluebelle Nursery

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 authorized 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.

Procedures at the back of the Accident and Incident Book will be followed.

Any equipment responsible or damaged during the accident will be closely inspected.

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

Missing Child

If a child is discovered missing:-

A member of staff will supervise the children in the session ensuring their safety.

The remaining staff will search the premises and surrounding area.

If the child has not been found within 10 minutes The Police and parents will be contacted immediately.

Failure to Collect Child

If a parent/authorised adult fails to collect their child at the end of a session, a member of staff will try to contact the parent or emergency contact number.

If this is unsuccessful, then after 30 minutes from the end of the session Social Services will be contacted.

If for any reason you are unable to collect your child on time, please contact the nursery on the Mobile Telephone: - 07778 962724 so that we can make alternative arrangements.