Bishopdown Farm Community Pre-School and Farm Friends
Greentrees Primary School
Sycamore Drive
Bishopdown
SALISBURY
SP1 3GZ

Charity No. 1076227

EMERGENCY PROCEDURE

If an incident occurs which constitutes an emergency, the following steps must be followed:

1. One member of staff clears the area of other children.
2. One member of staff stays with the child for comfort/first aid.
3. One member of staff phones the emergency services 999 using the mobile phone and relays the information from the 'Contacting Emergency Services' (CES) form located on the office wall.

NOTE: If the child has a Health Care Plan, an individual CES form may have been completed -this information must therefore be relayed to the emergency services. There are two copies of this form, one is kept with the child's medication, and the second will be in the child's medical records.

4. Telephone parent/carer –the telephone number can either be found in the medical records or on the mobile phone.
5. The member of staff who phoned emergency services must wait on St Thomas' Way by the gate to guide the ambulance.
6. If the parent has not arrived, the senior member of staff must go with the child in the ambulance. If the child is on medication this must be taken to the hospital.

If on an outing or outside the pre-school building, there must always be at least three members of staff available. A phone, a whistle and any emergency medication must also be taken.

All staff will be made aware of this procedure by the SENCO.

This policy was adopted at a meeting of the Bishopdown Farm Pre-School committee in January 2019.

Date to be reviewed: February 2020