

Medical Emergency Procedure

Permission for emergency treatment will be obtained from parents when a child starts at Addlestone Preschool.

The Medical Emergency Procedure is as follows:

- Supervisor or Deputy Supervisor to take control
- Qualified First Aider to stay with the injured child
- Supervisor or Deputy Supervisor to telephone for an ambulance and the child's parents/carers
- The rest of the staff to look after other children as usual.
- If the ambulance arrives before the child's parents/carers, the person who has been looking after the child will go in the ambulance with the child along with the child's red emergency record file
- If parents/carers can't be contacted the emergency contact will be attempted before the police, but it may be necessary to ask Police to trace them
- The accident must be recorded in the accident book
- If a member of staff has gone to the hospital it may be necessary to contact their partner or family member to collect them and make arrangements for their children. Contact details are in the 'Staff/Student/Volunteer/Committee File'
- Depending on the nature of the accident it may also be appropriate to contact the other children's parents to collect them if they are upset.
- Any such incident should be reported to the appropriate authorities (Refer to 'Health and Safety Policy').