



Emergency Procedure Policy

Emergencies

Whitsers will ensure to always have access to a mobile telephone which is fully charged at all times.

Up to date lists of the telephone numbers of parents of the children and staff next of kin are readily to hand at all times.

In the event of an emergency there are appropriate staff that have received 12 hours paediatric first aid training.

A full updated First Aid Kit is available and when needed a travel First Aid Kit is always available (please see Promoting Health and Hygiene – First Aid).

Emergency Action Plan

1. Check if possible to contain the emergency without harm to child or staff.
2. Check the safety of all the children and remove them from the immediate area. Never leave them unattended.
3. If necessary dial 999 for emergency services or doctor.
4. If necessary administer emergency first aid.
5. Contact the children's parents or emergency contact.
6. If the setting is unsafe to continue with the session, we will escort the children to William Westley Primary School where the children can be safely collected.

-

Document Name	Revision Number	Revision
Emergency Procedure Policy	Date 2 16/06/2017	
Emergency Procedure Policy	Reviewed – no changes 01/09/2019	