

Medical Attention and Serious Incidents

Version: 1

Author: Nick Shepherd Reviewer: Helen O'Neill Approved: Andrew Lucas

Definitions

Medical attention might cover:

- Any form of first aid administered by nursery staff following a minor accident
- Professional assistance from doctors or paramedics

Serious incidents might cover:

- In the event of a major incident, e.g. a chemical leak at Avonmouth (sounded by audible alarm), a nuclear accident, a terrorist bomb in the city or sudden severe weather affecting the general locality of the nursery
- A fire or gas leak within the premises, nursery grounds or main college buildings
- An intruder or intruders entering the premises
- Any other incident that the manager deems requires evacuation of the premises

Procedures

The following procedures have been written to cover certain circumstances. In the event of an incident that is not specifically covered in this policy staff will act to ensure the safety and well being of themselves and the children.

Incidents not requiring evacuation

- On notification of the incident the Nursery Manager will inform both units.
- **All children and staff to assemble in the Carpet Room (Busy Bee unit).**
- Ensure all windows and doors are securely shut – Keep windows shut and remain inside until information about the incident becomes clear.
- Communicate by phone and wait for assistance
- All Staff to remain with the children

If necessary the Nursery manager (or most senior member of staff present) will contact 999.

The rest of the local population will be similarly affected and so it will take time for solutions to be found. It may be possible that we do not have any power, gas or water, so start to conserve warmth and water.

- We may need to obtain food and water (there is usually some in the Nursery Kitchen). Be aware that the water may be turned off at any point.
- Ensure the children and staffs are dressed appropriately. If needed have warmer clothes available in case of evacuation.
- Have the phone numbers of the Local police, utility companies, local council and contacts for staff and children to hand.
- Have a battery radio and tune into a local radio station.

Always wait inside until you hear that it is okay to do otherwise. The following equipment will be kept in the nursery.

- A battery powered torch
- A battery powered or wind up radio
- Some ready to eat food
- A few bottles of water
- Blankets/duvets or warm clothing

Incidents requiring evacuation (including fires)

The muster point for evacuation is the front garden under the tree.

If the fire alarm sounds or if the manager audibly informs staff that an evacuation is necessary then the following procedure applies.

- The MANAGER fixes open Front door and throws out fire bag. If the manager is not in the building, then FIRST PERSON to reach front door fixes it open and if possible throw out fire bag.
- The manager or senior person dials 999 GIVE FULL ADDRESS:
- Trinity college day nursery, Bishops Close, Stoke Hill, Stoke Bishop BS9 1JW
- BUSY BEE unit keeps 2 members of staff including the UNIT LEADER/SENIOR PERSON and sends the rest up to the LADYBIRD UNIT. (There should always be 2 members of staff with Busy Bees)
- COOK to turn off power then assist BUSY BEE unit leading children out—if COOK not in building then Manager should switch off any cooking power.
- LUNCHTIME NURSERY ASSISTANT to help, as directed, with BUSY BEE or LADYBIRD unit
- BOTH UNIT LEADERS take hold of register and organise leaving the UNIT and BUILDING.
- BUSY BEES, the remaining member of staff wedges door open then leads the children out, whilst the UNIT LEADER brings up the rear and closes door to unit. REMEMBER THE BATHROOM.
- LADYBIRDS to be lead or carried out by a member of staff as organised by the UNIT LEADER who brings up the rear. REMEMBER SLEEP ROOM.
- EVERYONE leaves by the FRONT DOOR, turning RIGHT up the path, on to front lawn, to muster by the tree.
- MANAGER checks the building including releasing any wedged doors.
- LEADERS to call register for their children and staff.
- MANAGER checks with both unit leaders that all children and staff are present and correct.
- If all Busy bee children or all nursery children are playing in the garden when the alarm sounds then the children should remain there with staff.
- If Busy Bee children are engaged in activities both indoors and outdoors when the alarm sounds then all should come to the muster point in the front garden.

Procedure for an intruder within the building

The procedures for access to the building should be followed as outlined in the operational plan.

If an unknown person is found in the building and has not been identified by a member of staff or left the premises on challenge then the following plan of action should be followed.

- The alarm should be raised by either dialling 999 or through the college alarm system – press both * and # on the alarm panel at the same time this will inform the alarm company our unique reference number is 43012.
- If possible inform college and others in the building of the situation.
- Unit leaders remain with children in the units

Procedure for a serious accident or injury

An accident to a child:

- Apply emergency 1st Aid then get help to :
- Contact and inform parent/carer and phone for an ambulance, the order in which this is done will depend on the severity of the situation.
- Have regard to the safety and well being of the other children.
- If an ambulance has been called a member of staff or the parent/carer will need to accompany the child. You may need to get help from college tel. 9682803 (reception)

An accident to a member of staff:

- Apply emergency 1st Aid
- Have regard to the safety and well being of children and other staff and get help:
- Another member of staff, you may also need help from college tel.9682803
- Official 1st Aider in College is Mike Sijanczuk Caretaker tel.9680213 Lodge Cottage or 9682803 college reception
- Phone 999 for ambulance if necessary
- Contact the emergency contacts for that member of staff (see address/telephone book)

Following any incident that requires evacuation or emergency action should be reported to OFSTED (see appendix A)

Appendix A – Informing OFSTED of Serious incidents

The following information needs to be disclosed to OFSTED following a serious incident or evacuation.

OFSTED Registration number: 107093

OFSTED Early Years
1 Temple Square
Temple Quay
Bristol BS1 6HB

Date.....

ACCIDENT/INCIDENT REPORT

CHILD'S NAMEDATE OF BIRTH.....
ADDRESS.....
.....
.....

DATE.....TIME.....

NATURE OF
INJURY/ILLNESS.....
.....
.....

REASON FOR
INJURY/ILLNESS.....
.....
.....

WITNESS TO
ACCIDENT/INJURY.....

ACTION TAKEN
.....
.....
.....

NAME OF PARENT/CARER INFORMED.....
BY WHOM.....

MEDICAL CARE:

DOCTOR'S NAME &
ADDRESS.....
.....

FURTHER COMMENTS/APPOINTMENTS

NAME.....
STATUS.....
SIGNED.....
DATE.....



Trinity College Day Nursery
26 Stoke Hill
Stoke Bishop
Bristol
BS9 1JP

0117 9684493

trinitynursery@yahoo.co.uk

date

Dear Parents

We are currently reviewing our nursery policies and procedures and as part of this we need to change the requirements of our registration form. Previously we have asked you to sign permission for emergency first aid to be given to your child if required. However, we are now aware that we need to clarify that we can also seek 'further medical advice or medical intervention' (i.e. if we need to call an ambulance or a doctor).

We also need parents to keep us informed of any changes in your child's medical condition and to make arrangements for any medicines that might be required to be made available to us (i.e. if your child develops asthma, we would need the appropriate inhaler at nursery). These changes will be reflected on our new registration form, but we have a slip below for you to sign to consent to these minor changes. If you have any questions about this please speak to me, but if you are happy to make this alteration please could you sign and return the slip to me at nursery.

Yours

Helen O'Neill
Nursery Manager

Child's Name _____

I give permission for first aid and for nursery staff to seek further medical advice or medical intervention in an emergency or if my child falls seriously ill whilst in the care of Trinity College Day Nursery.

I understand it is my duty to inform the nursery of any changes in my child's medical condition and provide any necessary medicines that might be required.

Signed _____
Print Name _____
Relationship to child _____

Date _____