

## 12. Emergency Policy

If an emergency arises and contact with the Parent/Guardian or carer is not possible and if the Play Leader deems it necessary, the following will apply:

- If the accident is serious and to move the child would be detrimental, the Play Leader will contact the emergency services on 999. This applies to members of staff and parents on duty if seriously injured or in need of medical treatment. All vital information will be given to the emergency services on arrival.
  
- If the child sustains a wound, which requires attention and if the Play Leader deems it necessary, the child will be taken to Stroud A & E Department for treatment. To ensure the welfare of the child a member of staff will accompany the child if the parent is unavailable. All vital information will be taken. To ensure that child/adult ratios are maintained playgroups contingency policy would come into force.
- The responsibilities of each member of staff would be identified and displayed in playgroup.
  1. Designated First Aider on duty to deal with the injured child.
  2. Re group children. Parent on duty to read a story.
  3. A designated member a staff will contact parents to collect remaining children.
  
- In the event of a child being hurt, a qualified First Aider will administer appropriate care. The incident will be noted in the Accident/Incident Book and signed by the parent/carer. There will be at least one qualified First Aider on duty.
  
- The Play Leader will notify Ofsted in writing of any actions that were taken with regard to the injured child. Ofsted at Early Years, OFSTED, NBU 3<sup>rd</sup> Floor, Royal Exchange Buildings St Anns Square, Manchester, M2 7LA
- Tel: 08456404040
  
- All parents will complete an Emergency Form and are responsible for keeping the information up to date. Contact people should be local i.e. neighbour, relative or friend.

- Medicine and Medication are to be given only with written instructions to the Play Leader. Medicines and medication are to be kept in a locked cupboard safely out of children's reach. If the parent/carer wishes for a prescribed medication to be administered a consent form must be completed. If the child is in need of regular medication the parent/carer may supply up to a weeks supply (or how many days attending), which must be in a properly labelled container supplied by a pharmacist.
- The Health and Safety officer will complete a risk assessment of the premises and practice each term, minimising the risks as much as possible.