



## Saint Brendan's Nursery Class



### Emergencies Policy

*"You can be confident that the service has a clear policy and guidelines to follow in the case of any emergency and that staff are fully trained to carry these out"*

In the result of an accident please proceed as follows:

- The child will be assessed and dealt with according to injury
- The first aider and the child's key worker stay with the child and minimal first aid is administered
- The Management Team are then made aware of the situation immediately
- The child's parents/carers or emergency contacts are telephoned
- The Head Teacher/Principal Teacher will call the emergency services if necessary
- An internal accident report would be completed and an accident/incident report will be completed and sent to EF headquarters and RIDDOR paperwork completed as appropriate

Whilst this is happening the other children should:

- Be taken to another part of the playroom if appropriate
- Be given an explanation of what has happened and reassured that their friend is being well cared for

#### ***In the event of a fire, bomb or gas threat or any other major incident:***

The Management Team will make staff aware of such an event and inform all staff of steps to be taken following fire/gas leak/bomb threat procedures.

Where necessary the Head Teacher/Principal Teacher will contact the appropriate emergency service.

Evacuation policy procedures will be followed and children/staff will be taken to a place of safety at Muirhouse Primary.

Clerical staff and Management have access to the NAMS/Click and Go, where they will contact parents to collect their child.

Reviewed: June 2024

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Reviewed: June 2026

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