

## **BEETLEY & DISTRICT PRESCHOOL**

Registered as a Charity Number 1029927

# **RESPONSIBILITIES OF STAFF IN AN EMERGENCY**

### **RECORD KEEPING**

Detailed records are kept at Preschool and are readily available to help staff in an emergency. Parents/carers are responsible for supplying information to keep these records up to date

#### 1. Records of each child

These will include:

- a. Child's full name (and any alias), address and telephone number;
- b. Date of birth:
- c. Sex.
- d. Parent/carer's work address and telephone number;
- e. Family doctor's address and telephone number;
- f. Record of immunisations, special health problems, disabilities, medications, allergies and diet restrictions;
- g. Emergency contact names and numbers;
- h. Names of people with permission to collect child from Preschool;
- i. Details of any religious or cultural considerations.

#### 2. Attendance Register

A daily attendance register is marked as soon as children arrive or leave preschool. The presence of adults and visitors, including young children, is recorded. A list of phone numbers and emergency contacts details is kept in the register and the 'Grab bag' for emergency use.

#### 3. Accident Book

See Health and Safety Document - Part 3 - Section 11 - Safety - Item 7.

### **TRAINING**

#### 1. First Aid

- a. All employees on duty are trained in First Aid and know the procedures for dealing with minor accidents and illnesses.
- b. All employees are notified through notices posted in conspicuous places of the location of the First Aid box and the names of the first aiders.

Review & Adopt at meeting on 30/4/18

## 2. Fire Drills (Emergency Evacuation Procedure)

- a. A whistle is used as a fire alarm
- b. The fire drill (Emergency Evacuation Procedure) is as follows:
  1. BLOW THE WHISTLE – ONE SHARP BLAST
  2. EVACUATE THE MOBILE - ONE PERSON TO COUNT CHILDREN AND ADULTS AS THEY LEAVE BUILDING
  3. CHECK KITCHEN, TOILETS, OFFICE, FOYER (alarm and chain) ONE PERSON TO MAKE A SWEEP OF THE BUILDING
  4. COLLECT THE GRAB BAG FROM THE OFFICE CONTAINING CHILDREN'S MEDICATION AND THE REGISTER.
  5. LEAVE VIA REAR OR MAIN ENTRANCE AS APPLICABLE
  6. LINE UP NEAR THE CURB BETWEEN DOUBLE INNER GATES AND YELLOW LINE
  7. CALL THE REGISTER AND COUNT AND CHECK NUMBERS
- c. Fire drill (Emergency Evacuation procedure) is clearly displayed for all staff, volunteers, parents and visitors to see. All members of staff are given a copy.
- d. Regular fire instruction and drills are carried out: in general, a minimum of six drills per year (to cover all staff and children). A record of all fire drills is kept in a small book in the front of the Health & Safety folder, showing day, time, duration and any difficulties encountered in evacuating children as well as the numbers of staff and children involved.
- e. Preschool will take extra care over the safety for children with disabilities or learning difficulties and make specific arrangements regarding fire drills.

All adults involved in preschool are instructed in fire prevention and action to be taken in the event of a fire.

## **EQUIPMENT**

### 1. First Aid Kit

- a. An adequately stocked First Aid box is kept at Preschool, out of reach of children, with a simple First Aid book and a box of disposable gloves. The contents are regularly checked, replaced and updated.
- b. Sarah Knights & Kate Melton are responsible for keeping the First Aid box fully supplied, checking its contents each term, in conjunction with the Safety Officer.

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## 2. Fire Fighting Equipment

One fire extinguisher is located in the preschool foyer, two in the playroom (one foam and one water) and a fire blanket in the kitchen. All staff know of their location.

## 3. Emergency Contact Numbers

Parents are advised of the importance of providing an emergency contact number. All emergency contact numbers are readily available for immediate use by staff. (Kept in file in the top drawer of filing cabinet, in the register, in the index box on the office desk and the 'Grab' bag.)

## **STAFF MAY HAVE TO COVER:**

### **1. Accident to Child or Adult**

First Aid will be administered where necessary. Medical support will be sought if necessary. Parent/carer will be contacted if child needs to be taken home. Details recorded on an 'Accident sheet, which is signed by the responsible adult picking up at the end of the day. A copy of the accident sheet is given to be taken home and the original copy is filed in the 'Accident folder'. Serious accidents must be reported to Ofsted and Health & Safety Executive.

### **2. Sudden Illness of Child or Adult**

Doctor or ambulance will be called if required. First Aid will be administered where necessary. Parents/carers informed of situation.

### **3. Fire**

Fire emergency procedures will be put into action. When all the children and adults have been evacuated from the building and are safe, emergency services will be contacted and any First Aid administered. In wet weather, staff and children may shelter in St Mary's School.

### **4. Strangers Coming to Collect Children**

A member of preschool staff will always be at the door at the end of a session to ensure every child is safely collected by someone known to preschool **and** authorised to do so. Parents must tell the Supervisor who will be collecting their child if they are unable to do so themselves. If the person due to collect is unknown to the preschool staff the parent/carer will be given a password that the person collecting must use. This password will be changed by the staff on a termly basis or sooner if required due to it being used. On no account will a stranger collect any child. If this situation arises, the parent will be contacted to gain authorisation. If there is any doubt, the child will remain with the preschool staff until an authorised person arrives.

### **5. Unwanted visitor.**

If a person arrives at the preschool who is not known to the staff and is unable to show identification with a reason for being there and will not leave, or is known to the staff but not permitted near one of the children or staff members, or is behaving in an

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unacceptable way, all children will be taken into the preschool building, doors will be locked, window blinds will be drawn and staff will distract the children whilst the police are called.

## **6. Non-arrival of Parent/Carer to Collect Child**

If a child is not collected, the parent/carers will be contacted and staff will wait with the child until they arrive. In the event of being unable to contact the parent/carers, the child will be taken care of by 2 members of staff, on the preschool premises, who will continue to try emergency and other telephone numbers supplied. If they are unable to make contact with parent/carers or authorised persons within two hours, Children's Services will be contacted.

## **7. A Child leaving preschool unaccompanied**

Security procedures are in place to ensure that this should not happen. All children and visitors are recorded in and out on the preschool register. The doors and gates to preschool are kept closed, the inner door having a lock and a chain making it secure against any children opening it themselves. At any time the doors to preschool are hooked open or not alarmed & chained, (e.g. hot weather, or 'free flow play') the preschool gate will be padlocked closed.

In the event that a child does leave the preschool the following steps will be taken.

- A member of staff will gather remaining children in a safe area, and after gaining any relevant information from them, will keep them happy and occupied with activities.
- The Supervisor or senior person will conduct an immediate search of the mobile and garden.
- The Supervisor will contact all relevant agencies for further support (Emergency services, Police etc.)
- The Supervisor will then notify parent/carers of the situation.

## **8. A Bomb alert.**

Staff will remove the children from the building using the evacuation procedure, taking the children as far away from the building as necessary. The police will be advised of the alert and parents will be contacted.

In all emergencies staff will keep calm. Children witnessing an accident will be given reassurance.

**All** emergencies will be recorded and the Preschool Committee will be advised via the Committee Chairperson.

Signed:

Chairperson

Manager

Date;

Date for next Review: