



Emergency Procedures Policy

Purpose:

The purpose of this policy is to ensure that the preschool is prepared to respond quickly and effectively to any emergency situation that may arise. The safety and well-being of the children are our primary concern, and this policy outlines the steps staff should take in the event of a serious accident, injury, fire, or any other emergency. This policy also provides guidance on how staff should communicate with parents in such situations.

1. Types of Emergencies Covered

This policy applies to, but is not limited to, the following emergencies:

- **Serious Accidents or Injuries:** Any injury that requires immediate medical attention or hospital treatment, including fractures, head injuries, severe bleeding, or any life-threatening condition.
 - **Medical Emergencies:** Situations where a child is unwell or experiencing an acute medical episode (e.g., severe allergic reaction, asthma attack, etc.).
 - **Fire Emergencies:** In the event of a fire or fire drill, staff must take immediate action to ensure the safety of all children and adults on the premises.
 - **Accidental Death:** In the event of an accidental death of a child in the care of the preschool.
 - **Other Emergencies:** Any event that disrupts the normal functioning of the preschool or threatens the health, safety, or well-being of the children, including natural disasters or intruder alerts.
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2. Immediate Actions in Case of an Emergency

Serious Accident or Injury

- **Ensure the Safety of the Child and Others:** Staff should immediately assess the situation to ensure the child and other children are safe. If necessary, evacuate the area or move the child to a safe location.
- **Administer First Aid:** If the injury or condition allows, staff should provide basic first aid, following the preschool's first aid training and procedures. If the injury is severe or life-threatening, do not attempt to provide advanced medical treatment beyond basic first aid.
- **Call for Emergency Medical Help:** If the injury is serious (e.g., broken bone, severe bleeding, head injury, or difficulty breathing), staff should immediately call for an ambulance by dialling **999**. Staff should clearly state:
 - The nature of the injury or illness.

- The child's age and name.
- The preschool's address and any relevant instructions (e.g., which entrance to use).
- If possible, have a staff member meet the ambulance at the entrance to guide them.

Medical Emergencies (e.g., allergic reaction, asthma attack)

- **Administer Appropriate Medical Response:** If the child has an epinephrine auto-injector (e.g., EpiPen), inhaler, or any other required medication, staff should administer it according to the child's medical plan.
- **Call for Emergency Help:** If the child's condition does not improve or worsens, call **999** for medical assistance, providing clear information about the child's condition and medical history.

Fire Emergencies

- **Evacuate Immediately:** In the event of a fire, or when the fire alarm sounds, staff must immediately evacuate all children and staff members to the designated assembly point. Staff should follow the fire evacuation procedure, ensuring that all exits are accessible and that children are accounted for.
- **Call Fire Brigade:** If there is a fire or smoke in the building, staff must immediately call 999 and ask for the Fire Service. Provide clear details about the location of the fire and the preschool's address.
- **Do Not Attempt to Fight the Fire:** Unless the fire is very small and contained, staff should not attempt to fight the fire. The priority is always to evacuate and seek professional help.

Death or Life-Threatening Emergencies

- **Immediate Medical Response:** In the event of a life-threatening emergency or a fatality, staff should administer first aid where possible and ensure the child is kept in a safe position.
- **Call Emergency Services:** Staff must immediately call **999** and request an ambulance, providing clear details about the situation. If the child has passed away, inform the emergency services staff so they can respond appropriately.
- **Notify Parents:** Once emergency services have been contacted and appropriate actions taken, staff should inform the child's parents or guardians as soon as possible.

3. Communicating with Parents

In the event of an emergency, staff must communicate with parents or guardians as soon as possible. Below is a guideline for how to phrase these communications. It is crucial that all communications are clear, factual, and respectful of the parents' emotions.

When Informing Parents About a Serious Accident or Injury:

- **Phone Call Example:**

- "Hello, this is [Staff Member's Name] from [Preschool Name]. I'm calling to inform you that [Child's Name] has had an accident here at preschool. We've already called an ambulance, and medical help is on the way. [Child's Name] has sustained [brief description of injury, e.g., a head injury, a broken arm, etc.]. We recommend you come to the preschool as soon as possible to meet the paramedics and to accompany your child to the hospital."
- **When the Child Is Being Transported to Hospital:**
 - "Hello, this is [Staff Member's Name] from [Preschool Name]. I'm calling to let you know that [Child's Name] is being taken to [Hospital Name] via ambulance following [brief description of accident]. We will keep you updated, and you should go directly to the hospital to be with your child."

In Case of Death or Life-Threatening Injury:

- **Phone Call Example:**
 - "Hello, this is [Staff Member's Name] from [Preschool Name]. I'm calling with urgent news about [Child's Name]. Unfortunately, [Child's Name] was involved in a [brief description of the incident] and despite our best efforts, we believe the situation is critical. We have called for emergency help and would advise you to come to the preschool or hospital immediately. Please contact us if you need directions or further information."

In cases where a child has passed away, the communication should be handled with utmost sensitivity. Ensure that the call is made by a senior member of staff and offer the parents emotional support. Always follow up with a written summary of events once the parents are notified.

4. Record Keeping

- **Document the Incident:** All details of the emergency, including what happened, the response actions, times, people involved, and the communication with parents, must be recorded in writing. These records will be kept confidential and stored securely.
 - **Follow-Up:** After the emergency has been handled, a full debrief will take place with staff to review the incident and improve any future emergency responses if necessary.
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5. Training and Drills

- **Staff Training:** All staff will receive training on emergency procedures during their induction and will participate in regular drills to ensure they are familiar with the correct actions to take during an emergency.
 - **Emergency Drills:** Fire drills and other emergency exercises will be carried out regularly, and staff will be expected to lead children to safety calmly and efficiently.
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6. Conclusion

The preschool is committed to ensuring the safety and well-being of all children in our care. Staff must act quickly and efficiently in the event of any emergency, following the outlined procedures and keeping communication clear with parents at all times. All staff must be trained and prepared to respond appropriately to emergencies, whether it involves calling emergency services, contacting parents, or managing the situation until help arrives.

Policy Review:

This policy will be reviewed annually or sooner if there are significant changes to procedures or regulations. All staff must familiarise themselves with the updated policy and ensure they follow the correct procedures in the event of an emergency.

Reviewed 17/8/2026 Sarah Fielding