

Medical Emergency Procedure

Should a medical emergency occur the following procedures should be adhered to:

For an emergency involving a child, the first staff member involved must assess the situation and apply emergency first aid if necessary, then the following procedures should be followed:

- Seek help from another staff member, all permanent staff are paediatric first aiders
- Contact the appropriate agencies, i.e. medical centre, ambulance
- Gather together all relevant information from the child's files and any information of events leading up to the incident
- Ensure that all other children in his/her care are safe and occupied

The nursery manager should be informed at the earliest opportunity and once the situation is under control he/she should inform the child's parents. If the parents cannot be contacted then a contact from the emergency contact list on the child's registration form will be called.

Appropriate arrangements will be made to meet the child's parents.

The child's key person will accompany him/her to the medical centre/hospital visit if necessary, and certainly if the parent/relative has not arrived at nursery by the time the ambulance comes, taking with them all documentation and any medicine.

The key person will keep the nursery manager informed of any developments.

For a medical emergency involving a staff member the first member of staff involved must apply emergency first aid if necessary, and then the following procedure should be followed:

- Seek help from another staff member, preferably the designated first aider if present
- Contact any appropriate agencies, i.e. medical centre, ambulance
- Gather all relevant information of medical importance i.e. diabetes, asthma, allergies
- Ensure that all children in his/her care are safe and occupied
- Inform the nursery manager at the earliest opportunity, the nursery manager will contact the staff member's next of kin

Should a medical centre/hospital visit be necessary the staff member will be accompanied by a colleague if possible. Any relevant information or medication should be taken.

The nursery manager should be kept informed of any developments.

IN ALL CASES SHOULD AN AMBULANCE BE CALLED PLEASE INFORM RECEPTION ON EX 7171 SO THAT THEY CAN DIRECT THE PARAMEDICS QUICKLY ONCE THEY ARRIVE.

As soon as possible after the emergency an incident form should be completed. Copies should be sent to Ofsted, College Medical Centre, Students' Union (Human Resources appointed person) and the staff member or parent of the child concerned. A copy should also be kept on file in the nursery. **Ofsted must be informed if a child has a serious accident, whilst in nursery care, or if they are hospitalised for more than 24 hours, following an accident that happened at nursery.**