

Linton Granta Playgroup

Medical Emergency and Critical Incident Plan

This plan outlines the procedure to be followed in the event a medical emergency in which a child, practitioner or any other adult in our setting needs additional medical assistance or removal to hospital.

In the event of any incident:

DON'T PANIC AND KEEP SAFE

The first member of staff should get assistance from the duty First Aider. If the First Aider needs the support of the emergency services the duty leader should be alerted immediately.

1. The leader will contact the emergency services for further support (999 or 112)
2. The deputy or another practitioner will arrange the removal of the remaining children, visitors and practitioners to another area of the setting if needed.
i.e if the incident happens in the garden, children should go to playroom 1. If the incident happens in playroom 1, the children should go into playroom 2.
They should be comforted and reassured by practitioners.
3. The injured party should be left in the care of two practitioners ideally the first aider and leader. The leader should record or retrieve any information the medical services will need (name, date of birth, family contacts, what happened and when)
4. The deputy (and other practitioners) will remain with the rest of the children and attempt to make contact with the parents/carers/family of the injured party and tell them where to meet their child.
5. The first aider should relay any information to emergency services on their arrival.
6. The leader or first aider should accompany a child to hospital if required and with regard to the number and safety of the children left at the setting.

The incident will be recorded in the Critical Incident Folder as per step 7 of the Exceptional Circumstances and Critical Incidents Procedure:

7. After the event has been resolved any interested parties, such as parents, practitioners, committee member, the insurance company, OfSTED, RIDDOR and Linton Village College will be informed in writing of the event by the chair and supervising practitioner, ideally within 48 hours. A written report and any associated documentation will be kept in the Incidents Folder.

Related Policies and procedures:

Evacuation Plan
Exceptional Circumstances and Critical Incident Procedure
Health and Safety policies pack.

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