



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Medical Emergency
Code	LGPGOH&SME
Author	J.Tossi
Version	005
To be reviewed on	September 2017
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

This plan outlines the procedure to be followed in the event of 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 a First Aider. If the First Aider needs the support of the emergency services the duty leader should be alerted immediately.

The duty leader will contact the emergency services for further support (999 or 112).

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 return to the building.

If the incident happens in the building; the children should be led to a safer location within the building or site.

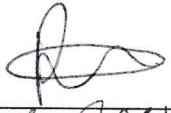
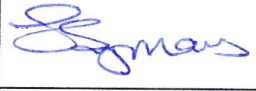
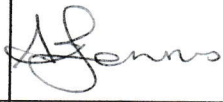
The children should be comforted and reassured by practitioners.

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). This should be in the form of the contact sheet.

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, using the information in the register.

The incident will be recorded in the Critical Incident Folder and Critical Incidents Procedure:

After the event has been resolved any interested parties, such as parents, practitioners, committee members, the insurance company, OFSTED, HSE and Linton Village College will be informed in writing of the event by the chair and duty leader, ideally within 48 hours. A written report and any associated documentation will be kept in the Incidents Folder.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
	First signatory	Second Signatory	Approved By
Signed on behalf of the Management committee			
Name of signatory	L. JACKSON	J. Symons	Amy Dennis
Role of signatory	Chair	Secretary	Policy Co-Ordinator