

Woolpit ARC

Managing a medical emergency

Policy statement

At Woolpit ARC we have ensured that we have a variety of policies and strategies in place to ensure the health and wellbeing of children, staff and visitors to the setting. However we recognise the possibility of a medical emergency occurring and have set out the following procedures below to ensure staff can manage a stressful situation in a calm and professional manner.

All staff at the ARC have a current first aid certificate, and this is updated every three years.

Before starting at the setting parents/carers are asked to complete an enrolment form and sign to give permission for staff to act in their child's best interest in the event of a medical emergency.

All staff are made aware of any children with medical problems and what to do in an emergency.

Procedure

In the event of a child having a serious injury or illness the following procedure must be followed:

- One member of staff to call the emergency services, using the child's registration form to pass on any relevant medical details.
- Member of staff to inform parents/carers that their child is a casualty and that the emergency services have been called.
- A qualified First aider must remain with the child until help arrives; all appropriate first aid measures will be taken according to type of injury/illness.
- One member of staff will go to the hospital with the child if the parent/carer cannot get to the setting before the ambulance leaves, or if the parent/carer cannot be contacted.
- Emergency cover staff will be contacted in case a member of staff has to escort the child to hospital, and child: adult ratios fall below the legal minimum.
- The escorting adult must take the child's registration form, with any consent to medical treatment, to the hospital.
- The member of staff escorting the child must remain with the child until the parent/carer arrives at the hospital.
- The Chairperson must be contacted informing them of the incident. Certain serious injuries have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and also to Ofsted.
- The Accident book must be completed by a member of staff, detailing what happened as soon after the incident as practicable.
- The remaining children must be reassured and if possible kept informed of the situation at all times.

In the event of a member of staff/volunteer having a serious injury/illness the following procedure applies:

- Call the emergency services, passing on any relevant medical details using staff/volunteer records.
- Administer First aid measures appropriate to the injury/illness. First aider to stay with the casualty until help arrives.
- If the patient is unconscious/not breathing the following steps must be taken **only** once help arrived (if only 2 to 3 staff on duty).
 - ✓ Contact the casualties next of kin.
 - ✓ Contact emergency staff cover if ratios fall below legal minimum.
 - ✓ Contact chairperson informing them of the incident
 - ✓ Complete an accident/incident form as soon as practicable.

The children will be reassured by members of staff not dealing with the incident, and moved away from the casualty if possible. Any questions will be answered in an age appropriate way.

- In some instances, it may be appropriate to contact Woolpit Health Centre on 01359 240298- as well as the emergency services, such as in suspected Meningitis or if resuscitation measures are required.
- In all cases medical gloves and plastic apron must be worn if body fluids i.e. blood/vomit etc are present.
- If the next of kin, parent/carer cannot be contacted, an alternative contact number should be available in the child's/ staff records.
- Following a serious incident an inquiry may be necessary so that policies and procedures can be reviewed, and lessons learned.

This policy will be reviewed annually: last reviewed 8/01/2019

This policy was adopted on: 24/2/2010

Signed:

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Position: Manager

Next review date: Jan 2020