

The Hollies Childcare Facility Emergency Procedure

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Revision History

Issue/Draft	Date	Comments/Reason for Change
Draft A	1 st September 2018	Initial release for comment
Issue 1	20 th September 2018	Comments received from Management Committee
Issue 2	1 st September 2019	Revision to emergency assembly point
Issue 3	6 th May 2021	Annual document Review
Issue 4	2 nd November 2021	Amendment to include change of name of setting and Registered Charity Number
Issue 5	26 th September 2022	Annual Document Review
Issue 6	21 st April 2023	Amendment to include padlock code to all staff and visitors in case of evacuation
Issue 7	10 th September 2024	Annual Document Review
Issue 8	12 th September 2025	Annual Document Review
Issue 9	16 th June 2026	Amendment to include change to staff member responsible for First Aid

Glossary

Term	Definition
The Hollies	Refers to The Hollies Childcare Facility
CIW	Care Inspectorate Wales

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1.0 Health, Illness and Emergency

The Hollies Childcare Facility is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

1.1 Illness

Parents / carers are asked to keep their child at home if they have any infection, and to inform The Hollies as to the nature of the infection. This will also enable The Hollies to alert other parents as necessary and to make careful observations of any child who seems unwell.

In line with guidelines issued by Gwauncelyn School, The Hollies will not accept any children who have been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If the children of The Hollies staff are unwell, the children will not accompany their parents / carers to work at The Hollies Childcare Facility.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

1.2 First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, The Hollies recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at The Hollies. (For amendments see First Aid at Work Regulations 2018)

The Hollies has a designated member of staff – Paula Davies-English responsible for First Aid. This person has an up to date First Aid certificate in line with NMS recommendations. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Senior Leader and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at The Hollies. The Senior Leader will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be accessible at all times and regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around The Hollies premises.

1.3 Major Accident, Incident or Illness

The Hollies Childcare Facility requests that parents / carers complete and sign the Parents handbook and Registration, enabling the Senior Leader or any member of staff so empowered, to seek emergency medical advice or treatment for their child in the event of a major accident, incident or illness occurring at the setting.

In such an event, the following procedures will apply:

- a) In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- b) The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- c) If the child needs to go straight to hospital, an ambulance may be called. The parent / carer will also be contacted. A member of staff will accompany the child to the hospital and will take with them the Parents Handbook and Registration document.
- d) If the child does not need to go straight to hospital but her/his condition means s/he should go home, the parent / carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- e) Parents / carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by The Hollies and its staff.
- f) All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents / carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by The Hollies and its staff.
- g) The Senior Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in The Hollies policies or procedures, and act accordingly, making suitable adjustments where necessary.

1.4 Minor Accident, Incident or Illness

In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

If the child does not need hospital treatment and is judged to be able to safely remain at The Hollies the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled into the activities, but will be kept under close supervision for the remainder of the session.

At the end of the session, the First Aider will fully inform the parent / carer of the incident or accident and any treatment given. All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents / carers should sign to acknowledge the record and any action taken.

If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent / carer will be contacted immediately and asked to collect their child. Until the parent / carer arrives, the child will be kept under close supervision and as comfortable as possible.

The Management Committee and Hollies staff will consider whether the accident or incident highlighted any actual or potential weaknesses in the settings policies or procedures, and make suitable adjustments if necessary.

2.0 Sun Protection

The Hollies Committee and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents / carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent / carer on the Parents Handbook and Registration form.

In hot weather, staff will make sure there is a regular supply of water available to children at all times. Staff will encourage children to drink water frequently. Staff will ensure that shady areas out of the sun are always available to children when playing outside.

3.0 Evacuation

There are a number of situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently (Reverse Emergency).

The following procedures will be practiced at least half termly (and with new children and staff) and will be recorded in accordance with our health and safety policy.

The person in charge will identify any disabled staff and children who may need additional assistance in the case of an emergency. Personal emergency action plans will be developed in consultation with children and their parents/carers and The Hollies staff/other adults who may not be able to manage their escape into or out of the building unaided.

Parents / carers or other named contacts will be contacted as soon as practicably possible.

3.1 Fire or Other Emergency Evacuation Procedure

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm and call the relevant Fire and Rescue Service.
- The Hollies staff gather children and escort them via the nearest fire exit to the designated assembly point (school field).
- All staff members, supply staff and/or visitors are made aware of the padlock code for the gates in case of emergency evacuation in order to ensure a safe and quick exit from the site.
- Close all doors and windows in the vicinity of the fire to prevent spread.
- The first member of staff to leave the building should carry the register.

- The member of staff who is nominated to be the last to leave the building should check toilets.
- On reaching the assembly point a roll call should be taken immediately to identify whether everyone is accounted for (see Appendix A).
- During this procedure no person or child should return into the building for any reason.
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- Pending the arrival of the Fire Brigade, staff may carry out such firefighting as can be done without danger to themselves whilst maintaining suitable supervision of all the children.
- When deemed safe and appropriate, the children will be escorted from the assembly point to the main school building to await further instruction/collection by parents/carers/emergency contacts.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened. This form should be filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
- CIW will be informed on the same day.
- All members of staff will review the reasons for it happening, and The Hollies identifies and implements any necessary measures to prevent it from happening again.
- The Hollies Childcare Facility insurance company will also be notified.

3.2 Reverse Emergency Procedure

In the case of a reverse emergency, the following will apply:

- Operate the alarm/signal.
- Assemble the children and count them.
- Escort the children inside closest accessible entrance.
- The member of staff who is nominated to be the last to re-enter the building should check that the vacated area is clear.
- Ensure all access points are secure and locked where necessary, to prevent any unauthorised access to The Hollies, or unauthorised exit from The Hollies.
- Take a roll call to ensure that everyone is accounted for (See Appendix B).
- Contact relevant emergency services and await assistance if necessary. They should be informed of any missing persons and their last known whereabouts if applicable.
- Liaise with emergency services about contacting parents/carers.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened and should be filed in accordance with the health and safety legislation where necessary (Contact Environmental Health department at the Local Authority and if required the Health and Safety Executive or visit www.hse.gov.uk).
- CIW will be informed on the same day.
- All members of staff will review the reasons for it happening and the club identifies and implements any necessary measures to prevent it from happening again.
- The Hollies Childcare Facility insurance company will also be notified.

4.0 Closing The Hollies Childcare Facility in an emergency

In very exceptional circumstances The Hollies may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- a) Serious weather conditions (combined with heating system failure)
- b) Burst water pipes
- c) Discovery of dangerous structural damage
- d) Fire or bomb scare / explosion
- e) Death of a member of staff
- f) Serious assault on a staff member by the public
- g) Serious accident or illness

In such circumstances, The Hollies staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue (in accordance with the Fire or Other Emergency Evacuation Procedure), where a register will be taken. Steps will then be taken to inform parents / carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Appendix A Fire Procedure Log

Date (dd/mm/yyyy)	Time¹	Comments	Signed (Manager)

¹ It is useful to practise drills at different times of the day, when attendance and situation / activity may vary

Appendix B Reverse Emergency Procedure Log

Date (dd/mm/yyyy)	Time²	Comments	Signed (Manager)

² It is useful to practise drills at different times of the day, when attendance and situation / activity may vary