



Seedlings Pre School  
St Johns Memorial Hall

Mobile: 07525 731424

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## Emergency and Major Incident Procedure for Outings

### **In the event of a medical emergency involving a child (ie. Illness, serious injury)**

1. The Session Leader will take charge and be responsible for co-ordinating the emergency procedure. The second staff member will assist.
2. The assisting staff member will arrange to gather the children away from the incident/casualty but will initially remain nearby so that the group stays within contact distance until the casualty is fully assessed and the Session Leader has decided what action is necessary.
3. The assisting staff member will call the pre school setting and request for an additional member of staff to join them at the Forest School site. They will also contact the emergency services and the casualty's emergency contact if deemed necessary.
4. When the additional staff member arrive then they will take the children back to the pre school setting and remain there with them, if necessary they will go out to the road and await emergency services to arrive so that they can guide them to the casualty. The assisting member of staff will accompany them if possible and appropriate but will return to the Forest School site immediately. If this is not possible or appropriate then they will remain in the Forest School setting and keep the children entertained but calm until such a time as they can be taken back to the pre school setting and if necessary arrange for them to be collected by their parents/emergency contacts.
5. The Session Leader will remain with the casualty and administer First Aid if appropriate and make the casualty comfortable and warm (using supplies from the 'Happy Bag') while the assisting staff member gathers up any tools and extinguishes the fire should there be one lit.
6. If the casualty can be moved then they will be taken to the pre school setting and made comfortable In the Quiet Room until the emergency services arrive.
7. If the casualty is not fit to be moved then the Session Leader will remain with the casualty while the assisting staff member waits for the emergency services on the road next to the Forest School site.

### **In the event of a medical emergency involving a staff member (ie. Illness, serious injury)**

1. The non-casualty staff member will practice any urgent first aid if there is concern that the casualty is not breathing.
2. They will then contact the emergency services and the pre school setting to request for another staff member to come and assist.
3. The non-casualty staff member will gather the children together close to where the casualty is so that they can attempt to administer First Aid while still able to closely supervise the children until additional support arrives.
4. When the additional staff member arrives then they will take the children back to the pre school setting and remain there with them, if necessary they will go out to the road and await emergency services to arrive so that they can guide them to the casualty. If this is not possible or appropriate then they will remain in the Forest School setting and keep the children entertained but calm until such a time as they can be taken back to the pre school setting and if necessary arrange for them to be collected by their parents/emergency contacts.
5. The non-casualty member of staff will remain with the casualty and administer First Aid if



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## Pre School

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appropriate and make the casualty comfortable and warm (using supplies from the 'Happy Bag') while the assisting staff member gathers up any tools and extinguishes the fire should there be one lit.

6. If the casualty can be moved then they will be taken to the pre school setting and made comfortable in the Quiet Room until the emergency services arrive.
7. If the casualty is not fit to be moved then the non-casualty staff member will remain with the casualty until the emergency services arrive.

### **In the case of a missing child/person**

1. A call will be made to the pre school setting requesting a staff member to come and assist
2. Staff will identify where the child was last seen
3. A member of staff will make a thorough search of the nearby surrounding area while the remaining children are escorted back to the pre school setting with the other two staff members. One staff member will then return to the Forest School site immediately to assist in looking for the missing child.
4. If the child cannot be found within 10 minutes then the police will be contacted to report the child missing. The parents of the child will also be contacted at this point. The two staff will continue looking until the emergency services arrive.
5. Staff will remain with the other children within the pre school setting for the remainder of the session but will work in conjunction with the emergency services in any way that is required. If necessary the parents of the remaining children will be contacted and requested to collect them.
6. Ofsted and our Local Area Designated Officer will be informed of the incident and a written record will be kept which will be reviewed by all members of staff following the incident.

**Policy reviewed:** April 2017

**Written by:** Jennifer Bruton – Pre School Owner