

## **FELLGATE PRIMARY - Emergency Procedures**

### **DRAFT**

Introduction This document is a statement of aims, principles and strategies for dealing with emergency situations which could arise.

#### **Aims**

To deal with emergency situations quickly, effectively and safely.

#### **Objectives**

- To provide immediate and effective care for victims of accidents/incidents.
- To ensure the adequate supervision and safety of other children in the vicinity
- To ensure that relevant information is communicated to all concerned parties.

#### **General Responsibilities**

##### **Person in Charge**

- To provide or arrange care and treatment for injured parties.
- To get assistance quickly.
- To ensure the safety and security of other children under their supervision.
- To inform the school/other staff of incident.

##### **The School**

- To act as co-ordination centre for advice, organisation and information distribution.

#### **Accident/Emergency Procedures**

Following any accident or injury the following steps should be taken to ensure that the correct help is given as quickly as possible:

1. The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In cold or wet weather it may be necessary to keep them warm and dry.
2. The First Aider or, if they are not available, the Appointed Person should examine the injured person and give such treatment as is appropriate or possible.
3. If hospital treatment is necessary an ambulance should be called. Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so

### **In the case of pupils:**

4. The parent or guardian must be contacted as quickly as possible and asked to join their child as soon as possible at the school or hospital, as appropriate. Schools should not wait for parents to arrive to take pupils to hospital unless it is certain that treatment is not urgently required.

5. There must be no delay to treatment or despatch of the injured pupil to hospital while waiting for parents or guardians to arrive.

6. A member of the school staff (teaching or non-teaching) must accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew specifically request otherwise. The member of staff accompanying the pupil should normally wait at the hospital until the pupil's parent or guardian arrives, unless the nursing staff advise them not to do so. Ideally this should not be the teacher involved in the accident.

7. Staff accompanying a pupil to hospital should not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that their consent might not have been given.

Staff accompanying pupils to hospital from an educational visit should hold the written consent of parents to emergency treatment on the parental consent form, which should be shown to the doctor on arrival. The First Aid Co-ordinator and/or Headteacher should complete the appropriate accident book and report form as soon as possible.

### **Emergencies in the Classroom/Field/Playground**

Initial steps to be taken include:

- Stay with the Class.
- First Aider summoned to assess the injury and initiate immediate care.
- Send another member of staff to the nearest teacher for assistance.
- Inform the Headteacher.
- Headteacher/teacher to remove other children from the vicinity and supervise.

**Then follow Accident/Emergency procedure above.**

### **Emergencies at the Swimming Pool**

In the event of accident, injury or illness - initial steps to be taken:

- Stay with the class.

Ensure that all children get out of the water.

- Pass the supervision of other children to the swimming instructor or the other teacher accompanying the party.

These children should get changed.

- Use a telephone to call: Ambulance/emergency services if necessary School for first aid advice or extra assistance.
- School to ring back with appropriate arrangements for removing other children and taking them back to school and extra personal transport for casualty if necessary.

### **Emergencies on Trips or Residential Visits**

Initial steps to be taken include

Establish the nature and extent of the emergency

Make sure all other members of the party are accounted for, safe and adequately supervised.

Follow the emergency procedures appropriate to the activity.

If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.

If possible act under the instructions of a qualified first-aider.

### **Getting Help**

1. Contact the appropriate emergency service giving:

- Name of group and party leader
- Location
- Nature of emergency and number of injured persons
- Action so far
- Follow advice from emergency services

2. Inform the school and leave a return telephone number if possible.

3. Advise the venture organiser/local base of the incident and action taken.

### **Organiser/Base Support**

Ensure that an appropriate adult attends the receiving hospital, taking with them parental consent forms and appropriate medical data on the injured persons.

Ensure that the remainder of the party:

- Are adequately supervised throughout
- Are returned as early as possible to base
- Receive appropriate support and reassurance

Ensure that an adult continues to liaise with the emergency services until the incident is over. Making Contact with the

### **Support**

1. Ensure that an appropriate adult attends the receiving hospital, taking with them parental consent forms and appropriate medical data on the injured persons.
2. Ensure that the remainder of the party:
  - Are adequately supervised throughout
  - Are returned as early as possible to base
  - Receive appropriate support and reassurance
3. Ensure that an adult continues to liaise with the emergency services until the incident.

### **Contact with the Local Authority**

School to inform the Health and Safety Adviser at South Shields Town Hall.