

**Madresfield C.E. Primary School**  
**Emergency Procedures Policy**  
**To be read in conjunction with our Child Protection/Safeguarding Policy**  
**June 15 – to be reviewed June 17**

**Introduction**

This document is a statement of aims, principles and strategies for dealing with emergency situations which could arise. It was revised during the Spring Term 2010 through a process of consultation with staff and Governors and having considered the advice contained in the 'Handbook of Safety Information' and 'Off-site Visits, Field Studies and Outdoor Education Guidelines' published by the LA.

**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 who may accompany 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 paperwork and advise the LA as appropriate.

### **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 a child 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  
First Aid Co-ordinator or Headteacher 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:
  1. accounted for
  2. safe
  3. adequately supervised
  4. aware of what to do to remain safe
- 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

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 is over.

### Making Contact with the County Council

The organiser must:

- Make every effort to seek alternative and additional telephone lines
- Restrict access to telephones, **including mobiles**, and to other outside contacts, including the media and press
- Contact the **Duty Emergency Planning Officer** on **07836 655932** (mobile phone) giving details:  
Name of group and party leader  
Location  
Nature of emergency and number of injured persons

Action so far

Advice from emergency services

Current emergency contact telephone number at location

- Ensure that an appropriate adult is accessible by telephone

### **The County Council**

Upon receipt of an emergency call from the organiser, containing the information above, The Emergency Planning Services Duty Officer will alert (where appropriate):

- The School contact/Headteacher
- The Director of Educational Services or his/her nominated officer
- The Chief Executive (through the County Emergency Planning Officer)
- Social Services
- The County Press and Public Relations Officer
- Emergency Planning Unit of the County in which the incident has occurred
- West Mercia Police
- West Mercia Policy Control Room

### **Homesickness, Mishaps, Accidents and Illness**

- Take time (unless the emergency demands immediate action) to gather the facts before making any decision, or taking any action.
- **Homesickness** requires that you follow the knife-edge between a hard and soft line of approach. Keep the sufferer away from the telephone. Even the most well meaning parent can exacerbate the situation, either in conversation, or if they decide to visit! If the condition is not self-curing within a reasonable time, you may have to consider returning the sufferer home. Only do this after you have discussed things fully with a parent.
- **Mishaps** may be anything from the loss of belongings to a real emergency requiring an immediate and positive response.
- Ensure the safety and well being of all members of the group not directly involved. Distance them from events, if at all possible, and keep them away from any telephone until you have the situation under control and/or have been in touch with your home contact. Let them know and understand what has happened.
- All those not directly involved should be occupied with some activity. Give your group every reassurance.
- Contact the appropriate authority so that the well being of your group, or individual members of it, is not jeopardised.
- Inform your home contact who should then follow the County Emergency Procedures above.
- Should representatives from the media be present, keep them away from group members who must be instructed not to discuss the matter with anyone. If pressed, nominate one spokesman only, who should give no further information than you have already given to your home contact and subsequently cleared for release.
- Continue with your programme if at all possible. If you decide to return home, however, do so only after consultation with your home contact.
- Keep a full record of events, times, interviews, statements, etc. should you need to file a report of the incident which will apply, for instance, in the case of any serious injury to young people.
- You may need to contact your insurers for assistance.
- **Accident or Illness** will require much the same procedures as for Mishaps except that, apart from rendering basic first aid if needed, you should call in medical assistance once it is apparent that simple domestic remedies will not suffice. A doctor or hospital may require access to any medical notes you have.

- Young people taken to hospital should be accompanied by an adult they know and throughout their stay they will need frequent visits and reassurance. There will need to be communication between the local doctor (or hospital) and the patient's own doctor when a child returns home. Collect all available data, e.g. x-rays, case notes, medicines, etc. from the hospital.
- If a young person is left in bed (in a hotel, hostel or camp) you may have to make a discretionary decision about their supervision in the interests both of the individual and the rest of the group. Wherever possible a responsible supervising adult should stay with them unless this reduces the supervision of the rest of the group to an unacceptable level.

### **Emergency Contact with Home and Parents**

- Ensure that you can expect to make contact with home base at any time while you are away. You may want advice or, in a serious situation, help in dealing with various authorities and the media. The County Council's round the clock emergency service, operating in conjunction with the police and other authorities, will deal with such matters. You may expect this service to make appropriate arrangements if things go seriously wrong.
- Every parent must provide you with a contact telephone number (their own or that of a friend or neighbour - day and evening) and inform you if they expect to be away from home during your visit - in which case you will need an alternative contact. This should all be on the Information Form. Conversely, parents must be able to contact you should a home emergency arise, but you should have decided beforehand whether or not they should be able to contact their children, without going through you first (i.e. do you give parents a residential telephone number?).

### **After the Illness/Injury has been dealt with**

Children should be informed of the incident and how it has been dealt with to prevent rumours and exaggerated information spreading.

Notes may be sent to parents, if it is felt necessary, to ensure clarity.

Enquiries from the press should be referred to the Headteacher who will consult with the Chair of Governors before a statement is issued.

In the event of a major disaster the LA will be informed and use made of counselling services provided. The LA would issue a National Statement after consultation with school and Governors.

**Fire Alert** - In the event of any fire, however small, the alarm should be sounded, the building evacuated and the Fire Brigade called. Unless trained, the fire should not be extinguished.

Children and staff will leave the building via their class safety door or the nearest available safe exit. They will then congregate on the large playground. Children will line up in Year Group order. No one should re-enter the building.

The Headteacher or in his/her absence the senior teacher should check the building ensuring that rooms are empty and doors are shut.

The Secretary should bring class registers and the visitors signing in book to the assembly point in the playground so that the roll call can be taken. (If the Secretary is not in school then the Headteacher should collect these whilst checking the building).

No one is allowed to re-enter the building until the Officer in charge of the Fire Brigade has given permission.

## **Bomb Warning**

All warnings of a bomb on site should be treated seriously and the building evacuated as if for a fire, though it may be necessary to assemble further away from the building than normal.

The police should be notified and their arrival awaited before any search is instigated. If possible the County Emergency Planning Officer should also be informed.

Staff may volunteer to accompany a police officer or fire officer on a search. Pupils may not be used.

After the search has been concluded the Headteacher will consult the police before deciding whether to re-occupy the building.

## **Procedure to adopt if an Aggressive Intruder enters the School**

Steps should be taken to:

- Try and keep the intruder away from the children by talking to the intruder and offering to take them to the Headteacher.
- Alert the Headteacher
- Call the police immediately if it is safe to do so.
- If the intruder cannot easily be contained it may be advisable to remove the children from the building as in a bomb alert. A coded message should be agreed which could alert staff but not alarm the children.

## **Procedure to adopt if a child leaves the Premises without Permission**

### **If the child is seen attempting to leave:**

- Try to persuade them to stop and talk, but do not attempt to chase, as this could cause an accident.
- Alert another member of staff by sending a child for assistance.
- Inform the Headteacher.
- Try to follow the child at a distance but do not persist in this if it appears to cause distress and the child may run into the road.
- The Headteacher/senior member of staff available should attempt to contact the parents so that they may come to meet the child or expect them to arrive home if that is where he or she appears to be going.
- If the child arrives home the parent should be encouraged to allow the child to calm down before bringing them back and/or coming into school to discuss what had prompted the child to leave.

### **If a child is discovered to be missing:**

- Inform the Headteacher who will initiate:
  1. a quick search of the premises and grounds
  2. an attempt to elicit any known or relevant information from other children or adults who may be able to help
- If the child is not found on the premises, the parents should be contacted by the Headteacher (or most senior person available) to inform them of what has happened.
- If the child is not found quickly (or doesn't arrive home quickly) then the police should be informed.

## **Distribution**

### **Copies of this document should be distributed as follows:**

- All personnel should make sure they are familiar with its contents.
- All teaching staff
- All ancillary staff
- All lunchtime supervisors
- All site personnel
- All Governors

## **List of Useful Telephone Numbers**

Madresfield C.E. Primary School 01684 573620

Worcester Hospital 01905 763333

Malvern Community Hospital  
(Minor Injury Unit open 9.00 am. To 9.00 p.m.) 01684 612600

**Policy Co-ordinator** Mrs. J. Greenwood

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