

## **Emergency Procedure Policy**

Crèche Cois Laoi wishes to ensure the safety of all children, staff, parents and visitors in the event of an emergency.

### **Aim**

- To ensure all children are evacuated safely in the event of a fire
- To ensure all minor accidents in the crèche are recorded and parents are informed
- To ensure any serious medical accident is responded to correctly

### **Fire Emergency Procedures**

In the event of a fire, an alarm will activate and all children will be evacuated immediately to the nearest fire assembly point. Crèche Cois Laoi carries out fire drills on a monthly basis. Each child takes part in these drills to ensure that they will be aware of what precautions to take in case there is a fire. We would encourage all parents to view our Fire Evacuation Procedures which are detailed in our Fire Evacuation Policy.

### **Accidents and Medical Emergency Procedures**

- 1) Although the staff at Crèche Cois Laoi is vigilant with regards to the safety of each child and they take every measure possible to prevent accidents from happening, injuries and accidents unfortunately can still occur. All our staff are trained in first aid and certificates are updated every two years.
- 2) Should a minor accident occur in the centre an Accident Report form will be filled out documenting the details, Parent(s) will be given a verbal account of the incident and they will be required to read and sign the written report on the day.
- 3) If an injury is determined to be major, we will make every effort to contact you and we will begin to administer proper first aid while attempting to reach you.
- 4) If parents are unreachable we will begin calling the names listed on your contract form. If at this point we cannot reach someone your child will be taken to hospital via ambulance for treatment. It is imperative that parents give as much contact details as possible, e.g. mobile phones, e-mail, UCC department details etc.
- 5) In the event a serious accident occurring in the crèche, where it is found that a child urgently needs medical attention a member of staff will immediately contact the emergency services at 999 / 112 and request an ambulance.
- 6) The general services supervisor, of Brookfield Sciences Complex will be contacted on (086) 8033493 or extension 1632 and will be notified of the accident. He/She will then arrange that a staff member from security will wait at the gate to direct the ambulance to the building.

Security staff from Brookfield Sciences Complex has been made aware of this procedure and can also be contacted on 1501 if the general services supervisor is not contactable.

- 7) A member of staff will accompany the child in the ambulance and will stay with the child until a parent arrives at the hospital.
- 8) During enrolment, permission will be sought from each parent to enable Crèche Cois Laoi to act on their behalf in the case of an emergency or accident and to take such action as may be necessary for the benefit of the child.
- 9) It is vital that you have signed the Contract Form for Medical and Emergency Treatment so that we can carry out the above procedures.