

## **First Aid procedure for an Emergency – CODE RED**

When at the scene of any accident it is important to think safety first. Both for yourself and the casualty/

- Remain calm, look round for any potential hazards that may put you or the casualty at further risk (falling objects, electric cables, water, broken glass)
- Call for a qualified first aider if you are not one yourself
- Ask staff to take children, adults and visitors away from the scene of emergency
- Remember disposable gloves and aprons
- Once you have decided it is safe you can approach the casualty speaking loudly and clearly, “Can you hear me?”, “Can you explain what has happened?”
- If they don’t answer ask them to open their eyes, this will enable you to assess how alert they are, if there is no response gently shake them by their shoulders
- Shout for a member of staff, Jackie or Barbie to call 999
- Check A B C
- Place in recovery position
- Parent to be contacted
- When ambulance arrives a member of staff should accompany the casualty to hospital if parent has not arrived
- Once casualty has been taken away the area should be cleared and cleaned (disinfectant if any bodily fluids have been spilt) soiled dressings and other items should be bagged up and disposed of safely
- Record accident/incident giving name of casualty, name of first aider, what happened and where, date, time and treatment given. Any witnesses will need to also give a statement
- Replenish first aid kit
- If accident involved broken bones, loss of sight or limb, extreme injuries it must be reported to the local Health & Safety department under RIDDOR – Reporting of injuries, diseases and dangerous occurrences Regulation 1995
- OFSTED must be informed as soon as possible but within 14 days

## **Run, Hide Tell**

In the event of a terrorist attack our policy is to move all the children and staff as quickly as possible into the bar area in the messy room and duck down out of sight making a call to the police as soon as possible. We can exit the building via the bar door.

This Run, Hide, Tell policy has been agreed and approved by Sergeant Paul Jackson 5136