



Emergency Drill and Accident Procedures

The pre-school fire alarm is connected to Kingston St Mary Primary School and this alarm system is linked to Taunton Fire Station.

In the Event of a REAL emergency, the member of staff who blows the whistle, then hits the red box by the door which will set off the alarm.

Fire Drill

- The register is completed as children arrive and includes all adults / visitors.
- The fire drill for pre-school is carried out twice per term and a joint fire drill is carried out with the school once a term. (*see completed emergency logs*)
- The fire drill procedure is clearly displayed at all times for all parents' / visitors to see.
- Staff must be aware of the procedure.

The procedure is as follows:

- Evacuation will be signaled by the sound of the fire bell/whistle.
- Children line up by front door/gate (if outside), calmly and speedily. Head count is completed by member of staff.
- One staff member will hold the outside gate open.
- One staff member (varies from session to session) takes the register, registration documentation, First Aid Kit and mobile phone.
- Children exit with staff and any visitors.
- Leader checks all areas before exiting the building.
- Staff and children exit to assembly point in the car park, or if this is deemed unsafe, to Sawyers Leigh Green or the playing fields.
- If fire bell sounds, the Pre-school evacuates as above and waits for a representative from the Primary school to come to ensure safe evacuation. If no representative arrives staff to contact the Primary school via mobile to confirm evacuation and await the all clear to return to the building.
- The first member of staff to return in to the pre-school building is to reset the security and check reactivation of the preschool gate.

Notes

- With all drills, children will leave dressed as they are.
- Staff to ensure Preschool mobile phone is charged and has Primary school number.

Maintenance of equipment

- The school tests call points weekly on a rolling programme.
- The preschool fire extinguisher will be inspected annually.
- Training will be undertaken by staff in the use of fire extinguishers.
- The fire blanket in the kitchen and smoke detector will be checked annually.

Accident Procedure

Emergency information is kept for every child and member of staff detailing:

- Emergency contact number.
- Alternative contact number.
- Name and telephone number of child's / staff's doctor.
- Known allergies

In the event of a child being taken seriously ill or injured :

- The prime carer must be contacted immediately. In extreme emergencies a doctor or ambulance will be called.
- A member of staff needs to remain with the child and go with the child to hospital if no parent/carers arrives.
- Remaining staff (if needed) to contact the Primary school to arrange adult cover and then to contact other staff/Committee members to come in. If additional cover is for a limited time and/or staff deem it necessary parents/carers are to be called to collect their child/children.

- Surgical or waterproof gloves must be worn when dealing with sickness or injuries involving bodily fluids.
- Details of all accidents major or minor must be recorded in the accident book (held by pre-school Leader).
- Parents must be informed and asked to sign the relevant entry. The parents of any third party involved i.e. another child will also be informed.
- The Health and Safety representative will periodically review the accident and incident books to highlight any recurring hazards or incidents.

It is important to remember that other children who witness an accident may be affected by it and need reassurance.