###### **Village Preschool - Final Jpg.jpg**

###### **Emergency Procedures**

**If we have to evacuate the building:**

The Manager, or member of staff in charge, will count the children.

The staff will walk the children outside to the front car park. Carole Gardner has kindly allowed us to use her front garden as a base in M’Tongue Avenue opposite.

If possible, the Supervisor, or a member of staff in charge, will make sure that the Register, First Aid kit, emergency contact details and any inhalers / specific medication, e.g. epi pens are taken with the children to our base.

Parents/carers will be contacted from our base by the Preschool staff.

**If there is an accident:**

In an emergency the Supervisor, or member of staff in charge, will call for an ambulance before contacting the child’s parent/carer. A member of staff will accompany the child in the ambulance, and will take the child’s relevant records.

If the child needs hospital attention but does not need an ambulance, the Manager, or member of staff in charge, will first try to contact the Parent/Carer. If the Parent/Carer is immediately available, a member of staff will accompany the child and the Parent/Carer to hospital, and will take the child’s relevant records.

If the Parent/Carer is NOT immediately available, a member of staff will take the child to hospital, and will take the child’s relevant records. The Manager, or member of staff in charge, will make sure that the Parent/Carer is contacted as soon as possible.