# Stratton Playgroup

**Emergency Action Plan**

TELEPHONE: Use Playgroup phone 01288 356135, staff mobiles or school phone to call Emergency Services (if needed) and/or parent/guardian.

VITAL PHONE NUMBERS: All information on individual children can be found at front of the register and in the Emergency Contacts File. Other useful contact information is on the notice board in the playroom.

CHILDRENS RECORD FORMS: In top drawer of large filing cabinet.

FIRST AID BOX: In cupboard in kitchen (keys in cup in unlocked cupboard marked ‘KEYS’).

Last Checked ……..……………………………………………….………………………...… Contents to be replaced as used. Expiry dates and contents to be checked at beginning of each term by ……………………….

FIRE DRILL: Drill procedure on Notice Board. Carried out at least once each term.

Last carried out ………………………………….……………………………………………..

LOCK-IN DRILL: Drill procedure on Notice Board. Carried out at the manager’s discretion.

Last carried out ………………………………….……………………………………………..

Alarm sounded in event of emergency requiring evacuation / lock-in.

RECORD KEEPING: Accident / Incident Records kept in top drawer of large filing cabinet, in children’s individual files. All entries on the accident forms are to be signed by parent/guardian.

ACCIDENT: In the event of an accident entailing a child needing to be taken by car to hospital, we would contact the parents or emergency contact.

In the event of a child needing to be taken to hospital by ambulance, ring Emergency Services and parent/guardian. A member of staff will accompany the child to hospital (with personal details) if parent/guardian has not arrived. Ascertain which hospital the child is being taken to if parent/guardian is not accompanying the child. Ensure that ratios are still met at the playgroup, by seeking extra staff from our bank staff or primary school.

INCIDENT: In the event of a major incident the staff would be evacuate the children to the primary school.

Inform the RIDDOR Incident Contact Centre 0845 300 9923 on the same day.