

## EMERGENCY PROCEDURES

In the event of evacuating the building the following directives should be followed:

1. Assistants should gather their group in a line quickly & quietly, ensuring that all children are accounted.
2. Lindsay will collect the registers and mobile phone.
3. If you think a child is missing (gone to the toilet) inform Lindsay immediately.
4. Leave the building by the nearest exit and gather at the assembly point in the bottom car park
5. Do not stop to collect personal belongings.
6. Check registers fully to ensure all persons have left the building.
7. Do not re-enter the building until informed that it is safe to do so by a professional or by Lindsay.

In the event of a serious accident / incident occurring to a child or adult needing medical assistance the following guidelines should be followed:

1. If the child involved has filled out a "Medical Incident Procedures Form" the guidelines on how to safely care for that child should be followed explicitly. All coaches should be familiar with the guidelines to care for a child who has filled out a Medical Incident Procedures Form.
  2. If an accident occurs assistants should remove any remaining children from the scene. The children should be supervised and safely distracted or removed from the hall. If the latter course of action is required access to class registers and mobile phone will be available.
  3. If a child / adult requires further medical assistance
    - Do not move the person
    - Reassure the person and keep warm.
    - Do not give any food or liquid
    - Contact emergency services and parents / next of kin.
  4. If required carry out CPR until the Emergency Services arrive.
  5. Complete Accident Record Form and Annual Incident Book.
- **CONTACT NUMBERS AND MEDICAL INCIDENT PROCEDURE FORMS ARE LOCATED WITH REGISTERS.**
  - **THE FIRST AID KIT IS LOCATED IN THE KITCHEN.**
  - **ANNUAL INCIDENT BOOK / ACCIDENT RECORD FORMS ARE LOCATED WITH THE REGISTERS**