



## **BEVENDEAN EMERGENCY PROCEDURE**

In the event of an accident or any incident on the school premises which, in the judgement of the member of staff closest to the said accident/incident requires an ambulance or any other emergency service, it is vital that the office and the Head of Pre Prep is contacted and an ambulance or other emergency service is requested immediately and without delay.

In the event that the said incident takes place on the playground, one member of staff should take control of the children who are on the playground, removing them from the playground quickly and calmly. Having informed the office and the Head of Pre Prep, the member of staff closest to the incident should remain with the child/children in question. There is a doorbell located at the foot of the stairs to the staff room by the hall, to summon extra adults from the staff room.

In the event that the said accident/incident takes place in a classroom, one member of staff should take control of the children and remove them from the room quickly and calmly. Having informed the office and the Head of Pre Prep the member of staff closest to the accident/incident should remain with the child/children in question.

If the member of staff closest to the accident/incident is unsure of the severity of the accident/incident, they should contact the office/Head of Year/Head of Pre-Prep and ask for First Aid assistance. This person can then assist in making the decision as to whether or not an ambulance or other emergency service is required.

In the event of an accident or incident occurring off the school premises, it is the responsibility of the member of staff in charge of the child/children involved in the said accident/incident to make the decision as to whether or not the assistance of the emergency services is required and to take appropriate measures to contact them and request assistance as is deemed necessary.

In the event of a more serious accident involving a visit to hospital or further treatment, a Danes Hill Pupil Accident /Incident Report Form must be completed.

R Samson

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