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Session times only

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14. Emergency Procedure

In case of an emergency with a child/member of staff, the following procedures will apply:

If a child falls ill/unconscious/has an accident:

- The manager of the session will stay with the child.
- The deputy manager for the session will dial 999.
- If possible, the injured child's key person will accompany them to the ambulance to the hospital. If necessary, extra staffing will be arranged.
- The manager will contact the parents/carers.
- The other staff will remain with the children until the end of the session.
- The other children will be removed from the situation where possible. I.e into the stripy room. Parents/carers will be informed.

If a member of staff falls ill/unconscious/has an accident:

2. Staff members will dial 999.
3. Staff members to dial next of kin.
4. The manager/deputy manager will remain with the children.
5. Cover will be sought where necessary.

Children, where possible will be removed from the situation if safe to do so. Parents/carers will be informed.