***Emergency Policy***

At Úlla Beag Pre and After - School the health and safety of the children in our care, the parents using our service and our staff is of paramount importance.

As prevention and a prompt and adequate response to emergency can make the difference in the outcome of an emergency, we at Úlla Beag Pre and After - School commit to implement the following procedures at all times.

***How do we prevent accidents***

We prevent accidents doing the following:

* We follow our Health and Safety Policies and Procedures and our Fire Evacuation Policy and Procedure and periodically update it to make sure our premises are safe and properly equipped for an emergency (for more details please see our Health and safety policy).
* At enrolment of their child parents are asked to sign an emergency consent form to enable us to act in the best interest of the child in a situation of emergency and in absence of the child’s parents.
* At the same time the parents are also require to provide us with all relevant information on the health of their child (such as medical condition, allergies, special dietary requirements) and with the name, address and telephone number of the family doctor, should we need to contact him in case of an emergency
* 100*%* of our staff have First Aid training with the Irish Red Cross
* At least two staff are always present in our facility at all time, so that one of those can concentrate on the injured/sick child and if necessary promptly bring him to the hospital as the second staff can attend the rest of the children present in our facility at the time of the emergency.
* The First Aid box is kept in the preschool in the kitchen area.
* A list of emergency numbers is displayed on the wall of the hall, beside the phone along with details on the location of our premises should we need to call an ambulance.
* Children’s records and telephone numbers for the parents are kept into the locker beside the phone for easy access in case of an emergency
* Our local registered doctor is Dr Brendan Thornton, Ballina, Killaloe Co Clare and is contacted in case of accidents or sudden illness.

***How do we respond to an emergency***

In case of a child/adult being injured or becoming seriously ill while in our care the following actions will be taken:

* The staff witnessing the accident/illness will immediately use first aid where appropriate
  + Assess the situation to the best of his ability looking for immediate dangers for the casualty and herself
  + Make the area safe protecting the casualty from further danger
  + Promptly make sure that all other children in the facility are safe from harm and properly supervised
  + depending on the circumstances might ask another staff to call 999
  + The staff calling 999 will provide them with all information on the location of our premises.
  + If necessary the injured/sick child/adult will be promptly brought to the hospital via the fastest mean of transport
  + As soon as the casualty is been dealt appropriately the emergency contact for the child/ adult (parents, family member, etc.) will be contacted and told of the accident
  + In case of an accident, an accident record form is filled up with all relevant information and kept until the child is 18 years of age.
  + The form we use for this purpose is contained in the Accident/Incident Book provided by the NCNA.
  + The person who collects the child will be given a copy of the report and will be asked to sign to say they have read the report.