

## The Meadows Montessori School

### Policy for action if medical attention is required

#### AIMS

To provide a structured method for dealing with a medical emergency within the school, which not only allows for the child/adult to be cared for immediately, but also ensures that the school is left with correct staff/child ratio's and that the other children are considered during the process of dealing with the incident. It is also necessary for information to be available to pass onto parents or relatives for the person involved.

#### OPERATING POLICY

When an accident or an emergency takes place, either remove the person involved, if possible - or remove the other children in the classroom.

In on assessing the situation it is felt that the person involved requires hospital treatment, then a member of staff will go and ring 999 immediately. An Emergency card is on the wall in each classroom with our address and phone number on it.

At that point a member of staff can ring either the children's parents and tell them what has happened and explain exactly where they are going to be taken to - they will need to use the parents emergency contact number on file.

If it is a child, then all contact numbers are either in the class register or in the admissions file. If it is a member of staff, all emergency numbers are in the staff file. Both of these files are kept in the classroom cupboard in the filing cabinet.

**NOTE:** It may be necessary to record the time of the accident / emergency - the paramedics may require this information. Please record the time if appropriate on the white board in the classroom.

At all times, maintain calm and as much normality as possible within sight of the other children - ensuring that the staff / child ratio's are kept constant.

On member of staff will accompany the child / adult in the ambulance and stay with them until relatives arrive. The staff member must take the child's registration form with them to the hospital and pass this to parents when they arrive. This form contains information with regard to the child's doctor that the hospital will require on arrival.

**NOTE: CHILDREN ARE NOT TO BE TRANSPORTED TO HOSPITAL IN A STAFF CAR UNDER ANY CIRCUMSTANCES - ALWAYS CALL FOR AN AMBULANCE.**

On return to the school, it is important that the incident is recorded in the appropriate accident book - with observations from other members of staff if necessary.

Aftercare: It is important to recognise that sometimes these medical emergencies or accidents can have a lasting effect on both staff and the other children. Time will be allowed for staff to talk through the event and reflect on what happened. It is also important that the other children are reassured and that the incident is explained to them at a level they will understand.

Signed:  
Date:

Head Teacher