



Emergency and Accident Procedures Policy

Introduction

Kids Kinetic Ltd is committed to ensuring the safety and well-being of all children, staff, and visitors in our care. This Emergency and Accident Procedures Policy outlines the protocols to follow in the event of an emergency or accident, ensuring a prompt and effective response to protect everyone involved.

The purpose of this policy is to:

- Provide clear procedures for responding to emergencies and accidents.
- Ensure the safety of children, staff, and visitors.
- Minimize the impact of emergencies and accidents on individuals and the organisation.
- Comply with legal and regulatory requirements related to health and safety

Scope

This policy applies to all staff, volunteers, and contractors working with or on behalf of Kids Kinetic, as well as parents and guardians involved in our programs.

Types of Emergencies

Emergencies can include, but are not limited to:

- Medical emergencies (e.g., injuries, allergic reactions)
- Fire emergencies
- Natural disasters (e.g., floods, earthquakes)
- Security threats (e.g., intruders, violent incidents)
- Evacuations

Emergency Contact Information

- **Emergency Services (Police, Fire, Ambulance):** Dial 999 (UK) or local emergency number.
- Non- Emergency services: Dial 101
- **Local Poison Control Centre:** [Insert contact number]
- **Nearest Hospital:** [Insert hospital name and contact number]
-

Kids Kinetic Contacts

- **Designated First Aid Officer**
- **Designated Safeguarding Lead (DSL)**

- **Emergency Contact for Parents:**

Procedures for Responding to Emergencies

Medical Emergencies

1. **Assess the Situation:** Quickly determine the nature and severity of the medical emergency.
2. **Call for Help:** If necessary, call emergency services (999) immediately.
3. **Provide First Aid:** Administer first aid as appropriate, following the training received. Ensure that a qualified first aider is present.
4. **Notify Parents/Guardians:** Contact the child's parent or guardian to inform them of the situation.
5. **Document the Incident:** Record details of the incident, including the time, nature of the emergency, actions taken, and any witnesses.

Fire Emergencies

1. **Raise the Alarm:** Activate the nearest fire alarm and notify all individuals in the building.
2. **Evacuate the Premises:** Follow the established evacuation route and gather at the designated assembly point.
3. **Account for All Individuals:** Conduct a headcount to ensure all children and staff are accounted for.
4. **Call Emergency Services:** Once at the assembly point, call emergency services (999) if not already done.
5. **Do Not Re-enter the Building:** Remain at the assembly point until it is deemed safe to return by emergency services.

Natural Disasters

1. **Remain Calm:** Keep children calm and reassure them.
2. **Follow Established Protocols:** Adhere to specific procedures for the type of disaster (e.g., seek shelter during a tornado).
3. **Communicate with Parents:** Notify parents of the situation and any necessary actions they should take.

Security Threats

1. **Lockdown Procedures:** If there is a threat, follow lockdown procedures to secure the premises.
2. **Contact Authorities:** Call emergency services (999) to report the situation.
3. **Communicate with Staff:** Ensure all staff are informed of the situation and follow established protocols.

Procedures for Reporting Accidents

1. **Immediate Response:** Administer first aid if necessary and ensure the safety of the injured individual.
2. **Notify the DSL:** Inform the Designated Safeguarding Lead of the incident.
3. **Document the Accident:** Complete an accident report form, including details of the incident, individuals involved, and actions taken.
4. **Inform Parents/Guardians:** Notify the parents or guardians of the child involved in the accident as soon as possible.
5. **Review and Improve:** Conduct a review of the incident to identify any necessary changes to procedures or practices.

First Aid

- A qualified first aider will be present at all activities and events.
- First aid kits will be readily accessible and regularly checked for supplies.
- Staff will receive training in basic first aid and CPR.

Training and Drills

- All staff will receive training on emergency procedures as part of their induction.
- Regular emergency drills will be conducted to ensure staff and children are familiar with evacuation procedures and responses to various emergencies.
- Training will be updated annually or as needed.

Review and Monitoring

This policy will be reviewed annually or sooner, if necessary, to ensure its effectiveness and compliance with current legislation.

Staff and parents will be consulted during the review process.

Contact Information

For any questions or concerns regarding this Emergency and Accident Procedures Policy, please contact: **Designated First Aid Officer**