



Emergency Procedures Policy

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1. Introduction

This document is a statement of aims, principles and strategies for dealing with emergency situations that could arise at Hampton Pre-Prep & Prep School (HPP&P or 'the School'), therefore includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep & Prep.

It is imperative that all members of staff read the information contained in the green folder which can be found in each classroom and which details the current information about individual pupil's medical needs as well as any allergy management plans to be followed and/or any medication to be administered in the event of an emergency.

It is the responsibility of Form Tutors / Class Teachers to ensure that Co-Curricular Activity (CCA) providers, sports coaches and any other visitors know and understand pupils' pre-existing conditions.

2. Aims

To deal with emergency situations quickly, effectively and safely.

3. Objectives

- To provide immediate and effective care for victims of accidents/incidents;
- To ensure the adequate supervision and safety of other children in the vicinity;
- To ensure that relevant information is communicated to all concerned parties.

4. General Responsibilities

Person in Charge

- To provide or arrange care and treatment for injured parties;
- To get assistance quickly;
- To ensure the safety and security of other children under their supervision;
- To inform the School/other staff of the incident.

The School

- To act as co-ordination centre for advice, organisation and information distribution (in conjunction with Hampton School).

5. Accident/Emergency Procedures

Following any accident or injury these steps should be taken to ensure that the correct help is given as quickly as possible:

- i. The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In cold or wet weather, it may be necessary to keep them warm and dry.
- ii. A first aider should examine the injured person and give such treatment as is appropriate or possible.
- iii. If hospital treatment is necessary, an ambulance should be called. Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so and, if this is the case, then two members of staff should be present.

In the case of pupils:

- i. The parent or guardian must be contacted as quickly as possible and asked to join their child as soon as possible at the School or hospital, as appropriate. The School should not wait for parents to arrive to take pupils to hospital unless it is certain that treatment is not urgently required.
- ii. A member of the school staff (teaching or non-teaching) must accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew

specifically request otherwise. The member of staff accompanying the pupil should normally wait at the hospital until the pupil's parent or guardian arrives, unless the nursing staff advise them not to do so. Ideally, this should not be the teacher involved in the incident.

- iii. Staff accompanying a pupil to hospital should not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume responsibility.
- iv. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that consent might not have been given.
- v. Staff accompanying pupils to hospital from a residential visit will hold written consent of parents to emergency treatment on the parental consent form, which should be shown to the doctor on arrival.

All information regarding a hospital visit should be included in the incident submission on the Evolve Accident Book system and any related correspondence uploaded.

Please note in the School's Terms and Conditions (7.5), all parents at the School will have agreed the following:

Emergency medical treatment: *The Parents authorise the Headmaster to consent on their behalf to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations performed by the National Health Service or at a private hospital and where certified by an appropriate qualified person as necessary for the Pupil's welfare and if the Parents cannot be contacted in time.*

6. Emergencies in the Classroom/Sports Field (including Carlisle Park)/Playground

Initial steps to be taken by the member of staff in charge include:

- Stay with the Class;
- Summon assistance, assess the injury and initiate immediate care;
- If appropriate, send a child to the nearest teacher for assistance;
- Inform the Headmaster/Deputy Heads/Head of Pre-Prep;
- Remove other children from the vicinity and supervised in a secure location.

Follow the Accident/Emergency procedure above.

7. Emergencies at the Swimming Pool (Hurst Pool)

Initial steps to be taken by the member of staff in charge:

- Stay with the class and ensure that all the children get out of the water;
- Pass the supervision to the other member of staff accompanying the trip, or to the swimming instructor; these children should get changed;
- Use a telephone to call: Ambulance/emergency services if necessary, or the School for first aid advice or extra assistance;
- School to ring back with the appropriate arrangements for removing other children and taking them back to School, and extra personal transport for casualty if necessary.

8. Emergencies on Trips or Residential Visits

Initial steps to be taken by the member of staff in charge:

- Establish the nature and extent of the emergency;
- Make sure all other members of the party are:
 1. Accounted for
 2. Safe
 3. Adequately supervised
 4. Aware of what to do to remain safe;
- Follow the emergency procedures as appropriate to the activity;
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid. If possible, act under the instructions of a qualified first aider.

Getting Help

- i. Contact the appropriate **emergency service giving:**
 - Name of group and party leader
 - Remember - **LIONEL**
 - L** Location
 - I** Incident
 - O** Other Services Required
 - N** Number of Casualties
 - E** Extent of Injuries
 - L** (repeat Location)
 - Follow advice from emergency services
- i. Inform the School Office as soon as possible and leave a return telephone number if possible.
- ii. Advise the venture organiser/local base of the incident and action taken.

Organiser/Base Support

- i. Ensure that an appropriate adult attends the receiving hospital (on a residential visit take the consent forms and appropriate medical data on the injured persons.
- ii. Ensure that the remainder of the party:
 - Are adequately supervised throughout;
 - Are returned to base as early as possible;
 - Receive appropriate support and reassurance.
- iii. Ensure that an adult continues to liaise with the emergency services until the incident is over.

Media

Should representatives from the media be present, keep them away from group members who must be instructed not to discuss the matter with anyone. If pressed, nominate one spokesperson only, who should give no further information than has already been given to a named contact at School and subsequently cleared for release (please refer to the **Crisis Management Plan** for greater information about dealing with the press).

A full record of events, times, interviews, statements etc. should be kept in case it is necessary to file a report of the incident.

After the Illness/Injury has been dealt with

Continue with the programme if at all possible. However, if you do decide to return to School with the pupils, only do so after consultation with your named contact at School.

To prevent rumours and exaggerated information spreading, pupils should be informed of the incident and how it has been dealt with

Information should also be sent to parents to ensure clarity.

Enquiries from the press should be referred to the Head of Hampton Pre-Prep & Prep who will consult with The Headmaster of Hampton School and the Chair of the Governors before any statement is issued.

9. Fire Alert

In the event of any fire, however small, the alarm should be sounded, the building evacuated and the Fire Brigade called – staff should refer to the **Fire Risk and Safety Policy (inc. Emergency Evacuation Procedures)** for greater detail.

10. Procedure to Adopt if an Intruder Enters the School

Steps should be taken to:

- Try to keep the intruder away from the children by talking to the intruder and offering to take them to the Headmaster;
- Alert the Headmaster;
- Call the police immediately, if it is safe to do so;
- If the intruder cannot easily be contained it may be advisable to remove the children from the building.

11. Failure to Collect a Child

If following an emergency or incident, a parent fails to collect their child/children this procedure will be adopted:

1. A child who is not collected should remain with his/her Form Teacher for 15 minutes. A message should be sent to the School Office and the Office Manager will attempt to contact parents/carers, or any other adult normally authorised to collect the child.
2. The child will then be taken to 'Late Stay' (Pre-Prep) or Supervised Prep (Prep) for safe-keeping and will remain there until s/he is collected. 'Late Stay' operates every day from 3.30 – 5.30pm and Supervised Prep 4.00 – 5.30pm.
3. After all reasonable attempts to contact parents/carers have been made, between 5.30 and 6.00pm, the School will contact the local authority Single Point of Access (SPA) who will alert the police and social care.

In the case of Kindergarten pupils, who normally leave the premises at midday, the School will make all reasonable attempts to contact parents/carers. However, after half an hour, at 12.30, the School will make contact with the local authority SPA who will alert the police and social care.

Pupils **must not** be released into the care of another parent unless direct permission is granted by the parents/carers to the teacher on duty or through a message from the School Office. Staff should not take the child to the child's home or to another house, nor transport them in their own car.

Please refer to the **Care & Supervision of Pupils Policy** and the **Uncollected Child Policy** for greater detail.

12. Procedure to adopt if a parent / carer is deemed unfit to take charge of a child at collection time

In the event that a parent / carer is deemed unfit to take charge of a child due, for instance, to alcohol or substance abuse, the School will first try and contact other listed Emergency Contacts before communicating with either the police or the local authority social care for children.

This policy is to be read in conjunction with the following policies (*denotes Hampton School Trust policy):

- Care and Supervision Policy;
- Crisis Management Plan (this sets out Aide Memoirs for different circumstances);
- Educational Visits Policy;
- Health and Safety Policy;
- Missing Pupil Policy*;
- Safeguarding (Child Protection) Policy*;
- Uncollected Child Policy.