**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Managing Emergencies Policy- referencing Standard 3 and 4**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for the management of emergencies within the Day Care setting.

**2. Definition:**

An emergency can be defined as a child who hurts themselves badly and requires emergency care, a fire evacuation, a flood, security alert or an incident that requires another member of staff present. This policy applies to all teachers, leaders and assistants, employed by the Victoria College Day Care.

**3. Aims and Objectives:**

* To ensure that Day Care staff know how to deal with medical and safety emergencies (Standards 3 and 4).

**4. Procedures: Emergency evacuation**

When the alarm sounds or the Day Care Manager evacuates the premises, the children will line up at the evacuation door as quickly as possible. One member of staff will check the toilets while another member of staff checks every child is present in the line. The children will then be led safely and in an organised manner, to the evacuation point where the Manager (or in the absence of the Manager, the Deputy Manager) will check all children are present. The daily register file should be held by the room leader throughout the evacuation. When the building is safe to return, children will be led by a member of staff safely back to the setting in an organised line. The Manager, or in the absence of the Manager the Deputy Manager, will then record the evacuation in the fire book. The Manager will ensure that parents/ carers are informed. This policy should be read in conjunction with the Day Care’s policy for First Aid. If a medical emergency occurs in the setting during the day concerning a child, another member of staff will be sent for, or the emergency services will be called depending on the nature of the emergency. Parents/carers will be contacted immediately and the relevant incident documentation completed. If necessary, the Manager (or in the absence of the Manager, the Deputy Manager) will accompany the child to hospital in the ambulance.

**5. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.