

HARPOLE DAY NURSERY

Hospital Procedure

In the event of an emergency which requires a child or adult needing to go to hospital or a doctor's surgery, the following procedure will take place:

1. **Dial 999** – ask for an ambulance
2. Contact the child's parents, if this is not possible, contact the emergency contact number on the child's registration form.
3. If a member of staff is to accompany the patient, telephone a member of the emergency cover team to take over – staff ratios must be maintained at all times.
4. Take the following details of the child to the hospital with you:
 - Name, age, address and telephone number
 - Name and address of child's doctor
 - The contact number for the parents (if at work or elsewhere) and the address if possible
 - If the child has had a tetanus vaccination
 - If the child has any known allergies, eg: penicillin
5. The person accompanying the child **must** be able to give an **accurate** account of the accident.
6. If the child is transported by car, alert the hospital before you leave.
7. The remaining staff should continue to work as normal and reassure the children that all will be well.

Signed

Date