



# Regent House Preschool

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## Medical Emergencies Procedure

Depending on the severity of the incident, Parents/Carers or ambulance service will be contacted immediately by the nearest member of staff.

The child is not to be left unattended.

The RHS Matron and Designated First Aider (Mrs. Tori Thompson) at Regent House School are to be contacted as soon as possible.

If the Parent/Carer is unavailable before the ambulance arrives, a member of staff will accompany the child to the hospital with the child's information sheet which contains the child's personal information.

The incident will be suitably recorded in serious incident book for Preschool and the Deputy Manager or Manager will complete for PA.4/98.

A copy of this accident form should be retained in Preschool and another copy sent to the main school office for the attention of the Headmaster (Registered Person in Charge).

Incidents where a child ends up in hospital should be reported by the Preschool Manager to the Link Social Worker, Ms M. Maxwell.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:  
14/05/23

Approved by BOG:  
21/09/23