



## Critical Incident Policy

### Policy Statement:

A 'Critical incident' describes any occurrence, which constitutes a major disruption arising with little or no warning and requires the assistance of the emergency services including those that are reportable to the Health and Safety Executive, complying with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations). This policy will provide staff and parents information and guidance in the case of an incident occurring and could potentially minimise its impact on the setting.

In responding to an incident the aim will always be to ensure:

- Rapid and appropriate response is taken
- Accurate information is relayed to parents and emergency services regarding the incident
- Normal nursery routine is maintained as far as possible, offering continuity to the children
- Immediate support and clear guidance is offered by person(s) in charge

Examples of incidents that may affect the nursery:

- Fire (see also 'Fire and Evacuation Policy')
- Flood
- Burglary
- Missing person or abduction
- Terrorism/bomb threat
- Serious weather conditions
- Riot or civil disorder
- Discovery of dangerous structural damage/building collapse
- Death or serious injury as a result of violence, accident or sudden illness
- A pandemic

- An epidemic

### **Training:**

Managers will brief or train staff on their role in the prevention, management and response to incidents.

Managers will ensure that all staff, volunteers and students are aware of the procedures in place and what is expected of them.

### **Required action will be to:**

#### **IMMEDIATE - Person in charge**

- Gather accurate information regarding the incident (using the 'Incident Log Sheet' in extreme cases, this may not always be necessary).
- Contact the necessary emergency services
- Contact child/adults parents or emergency contacts
- Gather appropriate details ready to pass onto the emergency services, if necessary
- Continue to assess the situation and respond as necessary to any changes
- Give clear instructions to other members of staff around

#### **SHORT TERM - Person in charge**

- Accompany causality to the hospital or designate a person to accompany in the absence of a parent or emergency contact, if applicable
- Assign a senior member of staff to restore order and co-ordinate the staff and children returning to the normal routine if the person in charge is leaving the building
- Provide emergency services and parents with accurate information on the incident, if applicable and using accident book if necessary

#### **MEDIUM TERM - Person in charge**

- Person in charge will have continuous updates regarding any casualties involved in the incident, if any
- Draw up a report on the incident and evaluate

#### **LONG TERM - Person in charge**

- Evaluate the incident, how it was dealt with and were the policies and procedures in place followed
- Identify and improvements that could be made in the future
- Draw up an action plan of any changes to be made to the current procedures in place.

|                                   |  |
|-----------------------------------|--|
| Policy Date: February 2020        | Date to be reviewed: February 2021           |
| Name of Signatory: Kristy Renshaw | Position: Manager                            |
| Signature:                        | <i>Signed on behalf of Apple Day Nursery</i> |