

On Site Emergency Procedure

Serious injury to child or adult on Forest School Site at Lea Primary School.

- Forest School Leader or first aider to attend injured party. Ring 999.
- 3 blast on the whistle to bring children to agreed meeting point.
- Adult 2 to remove children (eg to polytunnel or bothy-bag) and ring designated person (K. Maycock, A. Needham, S. Munn, or if unavailable any other member of staff in school) informing them of the situation. Adult 2 to then take register and ensure all persons are accounted for.
- **SCHOOL TELEPHONE NUMBER 01629 534286.**
- **Karen Maycock (Headteacher) 07899793391**
- Children to remain in the charge of adult 2 until taken back to class.
- As early as practical an adult is to assist the First Aider/Forest School Leader.
- Designated person to open school gates (**code 1859**). If incident is during times when visitors, parents or children may be near school gates; ensure entrance and access around school is kept clear.
- Designated person is to have site map available for emergency services.
- Designated person to have injured party's next of kin informed.
- Designated person to have emergency services met and taken to incident site.