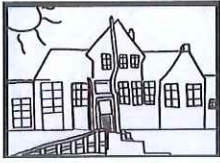


Lea Primary School & Wessington Primary School

working in partnership with Holloway Playgroup



Wessington Primary School



Learning, Enjoying, Achieving



Holloway Playgroup

Lea Primary School

On Site Emergency Procedure

Forest Schools

Committee responsible for reviewing and updating this policy:	Teaching & Learning Committee
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Date of Review:	Governor's Meeting Minute Number:	Comments:

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 bothy-bag or round house) 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.