

# Holiday Programme

## Emergency & Incident Policy

### Purpose

To provide safe and effective care of our children and staff when dealing with evacuations and incidents. Health and safety standards align with the current AUT and Centre procedures, and will be reviewed and updated as required.

### Emergency Evacuation

- In the event of an emergency situation the AUT Emergency Procedures must be followed. These are clearly displayed on the walls of AH building.
- In the event of an emergency evacuation floor wardens will clear the building as per the Centres emergency evacuation procedure. The children will wait at the meeting point in Awataha Plaza with the Programme Leaders until the building is cleared to enter. The reception floor warden will collect the days registration form with the children's details and their emergency contacts. If any children have medication this is to be collected on evacuation if safe enough to do so.
- In the event that the building cannot be entered back into, caregivers/parents will be contacted to collect their child.

### Incident Management

In this case an incident refers to when injury or ill-health affects a child.

- A minimum of one staff member on duty with the children must be first aid trained.
- There are first aid kits located in Reception and Weights room offices.
- Once the incident is under control an AUT incident form must be filled out.
- If the incident is minor (small scrape/cut/bruise/bump) a note will be left for the caregiver/parent on the sign out sheet and they will be required to sign the incident form upon collection of the child.
- If the incident is moderate to major (head/spine injury, sprains, breaks) parents will be called as soon as possible and a plan of action will be made as to whether further medical assistance is required and if they need to be collected. If necessary an ambulance may be called immediately. An incident form will be completed and will need to be sighted and signed by the caregiver/parent.
- All incident forms are reviewed by the Senior Leadership team and where necessary changes will be made to procedures, policies or physical structures.

### Near misses / hazards

In this case a near miss is when an incident almost occurred, and a hazard is something that has the potential to cause an incident.

Staff are required to report all near-misses or hazards. These are to be recorded on the AUT near miss/hazard form. All incident forms are reviewed by the Senior Leadership team and where necessary changes will be made to procedures, policies or physical structures.