## **Flowchart for Emergency Proceedures**

LIFE THREATENING EMERGENCY OR 999 INJURY



Call 999 or 112 and treat emergency



Call Manager/On Call Staff Anna 07814452474 / Nicole 07944822145 / Katie 07515814524 to ensure safety of other children



Manager to call parents/call parents/consider if session can continue



Ofsted informed

Assistance Required at the setting from Den staff



Ensure all individuals are safe, within eye and/or ear shot



Call on call staff



record event in incident file

Assistance Required from PCC staff



Call Trish Dean 01275873459 or 07763295495 / Guy (site staff) 01275875211



Call on call staff



Record event in incident file

LONE WORKING - Incident or Accident



report event as per policy in relevant folder



alert manager at shift end



report to parent at pick up/earliest point in time - include signature as appropriate