



EMERGENCY EVACUATION AND INVACUATION

POLICY

RATIONALE

To ensure all staff (including relief staff) and children are aware of the kindergartens

EMERGENCY EVACUATION PROCEDURE

To ensure all staff have clear roles and responsibilities if an emergency should arise including an anaphylaxis reaction.- see also anaphylaxis policy, children's health and personal medication stored in medication cupboard.

To ensure staff have a procedure in place if a staff member is injured (especially in a 2 staff situation)

AIMS OF POLICY

To clarify roles and responsibilities

- Children's medical emergencies – information stored below medication cupboard – daily medication to be stored on top of fridge- Parents understand their responsibility about ensuring the medication is in date and correctly stored.
- If staff are unsure, phone 000
- Staff information in regards to their health needs and contact numbers is also stored in the back of the Child/staff Health Care Plan Folder
- Staff will document and have a procedure clearly displayed for all natural disasters
- Staff will protect themselves and children in situations where they are threatened
- If a non custodial parent comes to collect a child- staff will contact the parent for permission for collection

IMPLEMENTATION OF POLICY

**Our EMERGENCY AND EVACUATION procedure will
be displayed on all exiting doors.**

- Staff will conduct regular emergency and evacuation drills on a termly basis and record them in the diary
- Information in regards to children's health concerns and emergency evacuation drills will be given to all relief staff
- Parents will be informed if information has been shared about their child's health emergency and procedures, with health professionals. Children who suffer from a serious medical condition and or a life threatening illness must have a current, completed Health Care Plan signed by a Doctor.
- Children will not be able to attend in our program until all relevant forms are completed.

The staff at Dover Kindergarten thank you in advance for your support of this policy.

Date: 7/8/2015

Reviewed: 9/7/2017

Next Review: July 2019