



## Magdalene Preschool

### Choking Policy/Procedure

#### Statement of intent

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

#### Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

- All staff are First Aid/Paediatric first aid trained
- All staff are aware of Health and safety
- All staff have Food hygiene training
- Staff regularly review choking policy at staff meetings

Snack and lunch time have a full risk assessment and is reviewed regularly.

Children are NEVER left alone whilst eating or drinking and an adult is always present

Food is sliced to appropriate chewing size and to minimise choking

Children must always sit at the snack bar area whilst eating or drinking

In the event of a choking incident at snack time:

- The member of staff on duty will stay with the child and administer First Aid along with a second member of staff (whoever is closest)
- All other staff will quickly remove all other children to the quiet room as quickly and calmly as possible
- One member of staff as instructed by the Manager or Deputy Manager will telephone for an ambulance
- Parent/carers will be informed

- A member of staff will accompany the child to hospital, if necessary, with the ambulance staff
- All actions will be recorded

In the event of a choking incident at lunch time:

- The nearest member of staff to the child will stay with the child and administer First Aid along with a second member of staff
- All other staff will quickly remove all other children to the quiet room as quickly and calmly as possible
- One member of staff as instructed by the Manager or Deputy Manager will telephone for an ambulance
- Parent/carers will be informed
- A member of staff will accompany the child to hospital, if necessary, with the ambulance staff

All actions will be recorded

Website: [www.safekids.co.uk](http://www.safekids.co.uk)

Signed.....Date.....

On behalf of the management committee