



Death of an Adult Policy

Policy Statement

At Clare House Nursery, the death of an adult within the setting is an extremely rare and tragic event. Our priority will always be to preserve life wherever possible, protect the dignity of the individual, support children, families and staff, and cooperate fully with the emergency services and relevant agencies.

This procedure applies to the death of any adult on the nursery premises, including staff members, parents, carers, visitors, volunteers and contractors.

Only an appropriately qualified medical professional can confirm that a person has died.

Immediate Response

If an adult becomes seriously ill, unresponsive or is suspected to have died whilst on the nursery premises:

- A qualified First Aider will immediately assess the individual and begin appropriate emergency first aid and cardiopulmonary resuscitation (CPR), where appropriate, following current Resuscitation Council UK guidance until responsibility is taken over by the emergency services.
- The Nursery Manager (or person in charge) will immediately call **999**, requesting an ambulance and following the advice provided by the emergency call handler.
- When appropriate to do so: Emergency contacts will be called.
- The police will also be informed where appropriate.
- A senior member of staff will coordinate the safe removal of children and other adults from the immediate area, ensuring they are reassured and appropriately supervised.
- Children will be moved calmly to a safe area away from the incident and supported in an age-appropriate manner. Staff will avoid discussing the incident in front of children.
- The Nursery Manager will contact the Chair of the Committee and ask them to attend the nursery if appropriate.
- The Nursery Manager will liaise with the emergency services to agree how and when the individual's next of kin or emergency contact should be informed, ensuring communication is handled with compassion and sensitivity.
- If necessary, parents/carers of children attending the nursery will be contacted and asked to collect their children. Any information shared will be agreed with the emergency services and will respect the privacy of the individual involved.
- The Committee, in consultation with the emergency services, will decide whether the nursery should remain open or close temporarily.
- Staff will remain on site, where requested, to assist the emergency services and police until they are advised they may leave.

Preserving the Scene

If the death is unexpected:

- Staff will preserve the area as far as possible.
- Nothing will be moved unless necessary to preserve life or unless instructed by the emergency services.
- Staff will cooperate fully with any police investigation.
- If the police determine that a forensic investigation is required, the area will be secured until they have completed their enquiries.

Notifications

Where required, the Nursery Manager will notify:

- Ofsted.
- The Health and Safety Executive (HSE) under **RIDDOR**, where applicable.
- The Local Authority, where appropriate.
- Other relevant agencies as advised by the emergency services.

All notifications will be completed in accordance with statutory requirements.

Recording the Incident

Following the incident, the Nursery Manager will ensure that a detailed written record is completed.

The record will include:

- Date and time of the incident.
- Location.
- Factual account of events.
- First aid administered.
- Emergency services involvement.
- Actions taken by staff.
- Advice received from external agencies.
- Notifications made.
- Outcome.
- Names and signatures of staff involved.

All records will be stored securely in accordance with our **Data Protection and Confidentiality Policy**.

Supporting Children, Families and Staff

The death of an adult can have a significant emotional impact on children, families and staff.

Clare House Nursery will:

- Offer reassurance and age-appropriate support to children.
- Communicate sensitively with families.
- Provide opportunities for staff to debrief following the incident.
- Arrange access to bereavement counselling, occupational health or other wellbeing services where appropriate.

- Support staff returning to work following the incident, recognising that grief affects everyone differently.

Confidentiality and Media Enquiries

All information relating to the incident will remain confidential.

Staff must not:

- Discuss the incident with anyone who does not need to know.
- Share information or photographs on social media.
- Speak to members of the media.

All media enquiries will be referred to the Chair of the Committee or another nominated spokesperson.

Review and Investigation

Following the incident:

- The Nursery Manager and Chair of the Committee will cooperate fully with any investigation.
- Policies, procedures and risk assessments will be reviewed.
- Any lessons learned will be shared with staff and incorporated into future practice where appropriate.

Our Commitment

At Clare House Nursery, we recognise the profound impact that the death of an adult may have on children, families and staff. We are committed to responding with professionalism, compassion and sensitivity while working closely with emergency services and relevant agencies. We will provide appropriate support to everyone affected and continually review our procedures to ensure the highest standards of care, safeguarding and health and safety are maintained.

