

EMERGENCIES, ILLNESS AND ACCIDENTS PROTOCOLS

Category:

Regulations:

Policy:

Medical/Dental Emergencies

1. Procedures for illness, accidents and emergencies shall be those listed in the Department of Health publication: "Recommended Procedures for Sickness and Injuries Occurring at School."
2. Each Center Director shall ensure that all staff understands and follows policies and procedures relating to illness, injuries, first aid and emergencies.
3. All staff, whose main responsibility is working with children, must be currently certified in pediatric First Aid/CPR or scheduled for the training. One staff person currently certified in pediatric First Aid/CPR must be with the children at all times. It is recommended that substitute staff and parents/guardians who volunteer on a regular basis be currently certified in pediatric First Aid/CPR.
4. An emergency plan shall be developed and posted at each site.
5. Universal Precautions will be followed at all times.
6. A current and complete "Parent/Guardian Consent for Emergency Treatment" form (Permissions Form) must be maintained on all children.
7. Parents will be notified in case of an emergency involving their child.
8. Children who are unable to participate in activities or who pose a health risk to other children due to an illness should not attend. If a child is ill during program hours, the parent/guardian will be notified to pick up the child. Refer to Daily Health Check and Exclusion for Ill Children Policy.

Activity/Steps:

1. Emergency Information

The following will be posted by each telephone in the classroom, the receptionist area, and management staff offices and available in each of the buses:

- a. Center address and phone number
- b. Fire
- c. Police/Sheriff
- d. Poison Control Center
- e. 911

2. Postings	<p>The following will be posted and/or displayed in each classroom:</p> <ul style="list-style-type: none"> a. Evacuation Diagram b. Emergency Disaster Plan c. How to Respond Injury and Illness at School d. This policy (Emergencies, Illness and Accidents)
3. Emergency Information Forms (EIF) & Permission Forms	<ul style="list-style-type: none"> a. A current copy of child's Emergency Information Form and Permission Form will be kept in child's file, classroom Emergency Binder, at the front receptionist desk and bus, if applicable.
4. First Aid Kit	<ul style="list-style-type: none"> a. A stocked First-Aid Kit is in every classroom and on every bus. Refer to First-Aid Checklist.
5. First Aid/CPR Cards	<ul style="list-style-type: none"> a. At least one person with current cards in First Aid and CPR for infants and children will be present when children are in attendance. b. First Aid and CPR Cards for the primary staff assigned to each classroom will be posted in the classroom and a master list will be kept at the center. c. Universal precautions will be followed at all times.
6. Minor Injuries/Emergencies	<ul style="list-style-type: none"> a. Staff trained in first aid will provide First Aid as needed according to current first aid manual that is located in all Classroom First Aid Kits and Emergency Back Packs. b. Staff will complete an Accident/Injury Incident Report form (HDN #18); c. Staff will give a copy of Accident/Injury Incident Report form to parent and place a copy in the Health section of the child's file, per the Child File Checklist. Original will be given to Center Manager, who will send to EPIC's Executive Director. The Executive Director will inform the ESD 105 Early Childhood Director, as needed.

<p>7. Serious/Life Threatening Emergencies</p>	<p>a. <u>One staff member will:</u></p> <ul style="list-style-type: none"> i. stay with the child and, if necessary, provide First Aid or CPR ii. Complete an Accident/Injury Incident Report form after the emergency is over. <p>b. <u>Another staff member will:</u></p> <ul style="list-style-type: none"> i. Contact the Emergency Medical System (911); ii. Describe the situation; iii. State the physical location of the emergency; iv. Give phone number and stay on the line until told to hang up. v. After the above is completed: Contact parent, or if parent cannot be reached, the child’s alternate emergency contact person. <p>c. Emergency transportation for any necessary medical care will be determined by the Emergency Response Team and/or parent.</p> <p>d. A staff member will go and remain with the child until parent(s) arrive at the center or at where the child has been transported to.</p> <p>e. A copy of the child’s emergency form, Health Care Plans, First Aid Protocols or Medical Alerts will be given to the Emergency Response Team.</p> <p>f. Staff will give a copy of Accident/Injury Incident Report form to parent and place a copy in the Health section of the child’s file, per the Child File Checklist. Original will be given to Center Manager, who will send to EPIC’s Executive Director. The Executive Director will inform the 105 Early Childhood Director, as needed.</p>
<p>8. REQUIRED TRAININGS:</p>	<p>a. Trainings must be in accordance with a nationally recognized standard such as the American Red Cross or American Heart Association.</p> <p>b. EPIC staff will be current on the following trainings:</p> <ul style="list-style-type: none"> i. Blood Borne Pathogens (HIV, AIDS, Hepatitis) ii. First Aid - Basic standard first aid iii. CPR – Age-appropriate cardiopulmonary resuscitation (CPR).

9. Additional Pandemic Guidance

During a Pandemic: The guidance of when to exclude a person showing signs of infection will be followed according to the YHD, DOH and CDC. Current Exclusion criteria is the following:

- A temperature of 100.4 or higher and/or
- A cough that you cannot connect to another health problem and/or
- Shortness of breath that you cannot connect with another health problem and/or
- A sore throat that you cannot connect with another health problem and/or
- Muscle aches that you cannot connect with another health problem or to an activity such as physical fitness and/or
- Been in close contact with anyone suspected or confirmed with...

Should a child or staff member show signs of infection during the day. They will be separated from others in a separate room, while maintaining active supervision if it is a child until they can go home. The person caring for the child will be wearing PPE including, mask, smock or gown, gloves, and face shield. If a separate room is not available then separate the child in the classroom maintaining a 6 foot radius away from others in the classroom. If child is older than 2 yrs old then the child will be provided a mask to wear if able to. Maintain active supervision of the child while maintain a 6 feet distance as able. Reinforce the need to the family to pick the child within 30 minutes.

If a parent/guardian chooses to test their child for COVID-19 it must be administered by the parent/guardian only.

AS 2/2023