
Subject: Emergency First Aid

Source: Performance Standards 1304.22 (a)

Policy

-Grantee must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained.

Procedure

Injury to Tongue, Lips, Cheeks, or Teeth:

Staff should first attempt to calm the child. All accidents should be handled quietly and calmly; a panicked child is likely to create problems for treatment and may cause further trauma.

If the child's mouth is bleeding:

- a. Wash the affected area with clean water
- b. Stop the bleeding by applying pressure to the area; verify the affected area
- c. Apply ice wrapped in a clean cloth, or a cold compress to control swelling.
- d. Center Director will notify the child's Parent / Legal Guardian regarding the incident.
- e. Accident Report will be completed and signed by center staff person who witnessed the injury.

If a tooth is knocked out, fractured, chipped, broken, or loosened:

- a. If the injured area is dirty, clean gently;
- b. Place cold compresses on the face, in the injured area, to limit swelling;
- c. If a tooth is knocked out, preserve the tooth by placing it in a closed container of water; or clean with paper towel or napkin
- d. Center Director will notify the child's Parent / Legal Guardian regarding the incident.
- e. Accident Report will be completed and signed by center staff person who witnessed the injury.
- f. Child should be taken to the dentist immediately for treatment (by parent).

If a tooth is knocked into the gums:

- a. Do not attempt to free or pull on the tooth;
- b. Staff will rinse out the child's mouth;
- c. Center Director will notify the child's Parent / Legal Guardian regarding the incident.
- d. Accident Report will be completed and signed by center staff person who witnessed the injury.
- e. Child should be taken to the dentist immediately for treatment (by parent).

If injury to the tongue, cheeks, or lips occurs:

- a. Rinse affected area;
- b. Apply ice, wrapped in clean cloth, to control swelling;
- c. Center Director will notify the child's Parent / Legal Guardian regarding the incident.

Life Threatening Conditions:

(unconsciousness, head injury, seizures, severe uncontrollable bleeding, not breathing)

1. Designated staff will administer emergency First Aid and/or C.P.R. until the Emergency Response Team arrives.
2. Designated staff will call 9-1-1 and notify the child's Parent / Legal Guardian regarding the situation.
3. Under no circumstances will Early Head Start staff transport the ill child. Emergency Response Team or parent will transport the child.

C. Non-Life Threatening Conditions:

1. Designated staff will administer First Aid and another will contact the child's Parent /Guardian
2. If the child needs further treatment and/or follow up with a Medical Provider, the Parent/Guardian will be responsible for transporting child to receive services. If the Parent/Guardian cannot be reached, the child will be transported to the nearest emergency room via ambulance
3. If at any point and time a non-emergency situation becomes an emergency situation, staff must abort non-emergency procedure and begin emergency pathway procedure.
4. Center Director will report any incidents requiring medical attention to Day Care Licensing.
5. Accident/Illness Form will be completed.
6. The Accident report will be completed and filed. Health Manager will be notified
7. Up-to-date information will be kept in the child's file including:
 - Names and telephone numbers for (both home and work) parents and legal guardians
 - Names and telephone numbers of contact persons to whom the child can be released if the parent/guardian cannot be reached.
 - Name and address of the family medical and dental provider
 - Authorization to Transport and Receive Emergency Treatment form signed by parent/guardian.
 - Staff will maintain an easily accessible, confidential file containing copies of the information in #7, to be used in the classroom, on bus routes and on field trips. This file will also be accessible during fire and tornado drills
 - Fire drills will be practiced monthly and tornado drills will be practiced quarterly. Monthly fire drills and quarterly tornado drills will be documented on the Fire Safety Practice Form, by the Center Directors.