

Accidents, Injuries, or Medical Emergencies-Child

Approach:

Staff will ensure that all accidents, injuries and medical emergencies are managed according to Health and Safety Institute and reported appropriately. Parents will be notified of an incident as soon as possible and, when appropriate, parents will be requested to take their child to the Health Care Provider, Urgent Care or the Emergency Room, whichever parent deems appropriate.

In the event of a medical emergency, Southern Oregon Head Start will seek out emergency medical care, treatment, and/or ambulance transport for the child.

Head Start Program Performance Standards:

1302.47– Safety Practices 1302.102(4) – Achieving Program Goals

Oregon State Office of Child Care:

OAR 414-300-0030 (3)(a) & (b) – General Requirements

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

Procedure:

All center staff will obtain and maintain current CPR/First Aid certification.

A. **Child Injuries Not Requiring Professional Medical Care:** (e.g. bites, bumps, bruises, scrapes, splinters, band aids, ice packs)

1. Certified staff will administer first aid as appropriate and also according to the [Employee Illness and Injury Prevention Program](#), section titled, BBP Exposure Control Plan, also the procedure titled [Vomit Clean Up Procedure](#), as needed.
2. Contact your immediate supervisor to inform them of the accident/injury as soon as safely able to do so.
 - i. If a child suffers a head injury that results in an ouch report, staff must notify parent/guardian immediately of the injury.
 - ii. An online [Child Incident Report](#) must be completed. See Section B, Step 6, Documentation.

3. Contact the family to inform them of the injury and actions taken as soon as safely able to do so.
4. **Documentation:** Complete the **Ouch Report** form in detail; parent must sign the report at pick-up, and you provide a copy to the family. AA will document the incident in Shine in the *Health tab* under *Accidents/Injuries*, scan and attach the Ouch Report with parent signature. Once documented and attached in Shine, the center's copy may be shredded. If the AA is unavailable to document in Shine, another staff will need to complete the documentation. Documentation in Shine must be completed at least weekly.

B. Child Injuries Requiring Medical Intervention:

If a child gets hurt externally or internally (e.g. epileptic seizure, stops breathing, diabetic coma, broken bones, foreign substance in nose/ears/eyes/mouth, persistent nosebleed, swallowed object, head injuries):

1. Respond according to Health and Safety Institute/CPR Training
 - a. Call 911 as needed
 - b. Call Poison Control as needed – **1-800-222-1222**
2. Remain calm. Have an adult stay with the child at all times. Contact the parent, then contact Site Manager if not on site and Health Manager.
3. In the event of a medical emergency, Southern Oregon Head Start will seek out emergency medical care, treatment, and/or ambulance transport for the child. If the child needs to be transported via ambulance to the hospital:
 - a. Have an adult staff member that is a blue smock accompany the child in the ambulance (if no parent is present).
 - b. Take child's Emergency Card (this signed card **MUST** accompany the child to the Emergency Room if child is transported in an ambulance without the parent).
 - c. Take any relevant medical information, such as an Individual Care Plan.
 - d. Take a cell phone to keep in contact with Site Manager.
 - e. The child must be cleared by Health Services to return to school if 911 is called by staff.
4. Injuries that do not require 911, but did seek medical attention: A release to return to school may be required and must be approved by Health Services prior to the child returning to class.
5. Injuries that result in attention from a licensed health care professional must

be reported to the Office of Child Care, Department and Early Learning and Care, and Office of Head Start within 24 hours. Contact the Health Services Manager as soon as any injury requiring medical attention from a provider is known; additional information may be required for reporting. Reporting is done by the 0-5 Head Start Director and Health Manager.

6. **Documentation:** Any accident involving children as a result of a safety issue or potential safety issue and/or when medical treatment is obtained, or any head injury with or without medical treatment, must be reported.
 - a. Use the [*CHILD – Injury Reporting Form*](#) on Staff Zone. Fill all areas applicable to a child injury.
 - b. Document the incident via *Ouch Report* in Shine in the *Health* tab under *Accidents/Injuries*.
 - c. The CHILD – Injury Reporting Form will be submitted automatically to the Health Services Manager & Safety Resource Manager for review.
 - d. Follow up is done monthly by relevant persons to look at child injuries and accidents and to monitor for trends and need for quality improvement action. The Safety Committee will make recommendations regarding prevention of accidents, as needed or requested.
 - e. If an accident results in the death of a child, the 0-5 Head Start Director, and the Health Manager must be notified immediately; it also must be reported to the Office of Child Care, Department of Early Learning and Care, and Office of Head Start within 24 hours by the 0-5 Head Start Director.

C. Acute Illness of a Child:

Follow **Health and Safety Institute** Guidelines for onset of acute illness in children.

1. Conduct a primary assessment.
2. Treat symptoms according to Medic First Aid Guidelines & Signs & Symptoms Chart (part of the Illness Flip Chart), contacting the parent if needed.
3. **If medical attention is needed, follow procedure in section B above.**