



Accidents, Injuries, or Medical Emergencies-Child

APPROACH:

Staff will ensure that all accidents, injuries and medical emergencies are managed according to Medic First Aid training 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 or the Emergency Room, whichever parent deems appropriate.

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:

Classroom 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 procedures titled *Sanitation Spill Kit* and *Sanitation Vomit Clean Up*, as needed.
2. Contact your immediate supervisor to inform them of the accident/injury.
3. Contact the family to inform them of the injury and actions taken.
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. 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.

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 Medic First Aid /CPR Training

- Call 911 as needed
- 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 Health Manager.

3. If the child needs to be transported via ambulance to the hospital:

- Have an adult staff member accompany the child in the ambulance (if no parent is present).
- 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).**
- Take any relevant medical information, such as an Individual Care Plan.
- Take a cell phone to keep in contact with Site Manger.
- The child must be cleared by Health Services to return to school if 911 is called by staff.

4. Injuries that result in attention from a licensed health care professional must be reported to the Office of Child Care within 5 days. 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.

5. **Documentation:** Any accident involving children as a result of a safety issue or potential safety issue and/or when medical treatment is obtained must be reported.

- a. Use the *Incident Report*. Fill all areas applicable to a child injury.
- b. Document the incident in Shine in the *Health* tab under *Accidents/Injuries*.
- c. The *Incident Report* form will be turned into the HR Department, who will review and pass on 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 Head Start Director, and the Health Manager must be notified immediately; it also must be reported to the Office of Child Care within 24 hours.

C. Acute Illness of a Child:

Follow Medic First Aid 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.**