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.

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. Attempt to contact the family to inform them of the injury and actions taken.
   4. Documentation: Complete the Ouch Report form in detail; provide one copy to the family and file a copy in the child’s file. Document the incident in Shine in the Education tab under Accidents/Injuries.

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.

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.

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 Director 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 **Education** 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 Director & Safety Compliance Officer 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 or EHS Director, and the Health Services Director 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.