

BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER

Policy on Injury to a Child: (Medical Emergencies)

A. Our staff is First Aid & CPR trained. A staff member/teacher will take immediate action to protect a child from further harm, and **will notify the child's parent(s) by telephone** when one of the following occurs:

1. A child is bitten and the skin is **broken**;
2. A child sustains a **head or facial injury** (above the shoulders)
3. A child falls from a height greater than the height of the child;
4. An injury requiring **professional medical care** occurs such as stitches

The staff member/teacher will direct others to comfort the child and apply **basic first aid** as permitted. The staff member/teacher will notify one of the following: The Director, the Designee, the Sponsor, or the Head Teacher.

B. The school will maintain on file a written record of **all incidents** resulting in an injury. Any injury requiring professional medical care must be documented on a **long form for the Director to review**. Either form requires the **signature** of a **staff member** and the **parent**. Parents may request a copy of the report. All information must be **written in ink in the classroom log book in detail** with the observations of any witnesses included. A staff member must call the parent to learn the extent of injury the child sustained and the treatment provided by a physician or hospital emergency room. The date & time of the phone call shall be recorded in the classroom log with this information. The record shall be completed as soon as possible & include:

- The name of the injured child;
- The date, time and location of the incident;
- The name & address of the center;
- The name & date of the person completing the report
- A written description of the incident; & the type of injury
- The names of witnesses to the incident
- The follow up action taken:
 - EMS called?
 - Physician consulted?
 - Emergency Room Treatment?
 - **Parent called after treatment by the Teacher or Director?**

Our school shall distribute a copy of this policy to the parent of each child enrolled, securing a signature from each parent attesting to the receipt of this policy. *Manual of Requirements p72-73*

Medical Emergencies: Call 911

The following situations are considered a medical emergency:

- **The child or adult has difficulty breathing or is unable to speak**
- **The child or adult has poor skin color or lips look blue, purple or gray**
- **The child or adult is unconscious**
- **The child or adult is having seizures**
- **The child or adult has uncontrolled bleeding**
- **The child or adult had a severe choking episode**
- **The child or adult has difficulty walking, is confused, complains of a headache & vomiting.**