

## BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER

### **Policy on Injury to a Child:** (Medical Emergencies)

Our staff is First Aid and 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:

- A child is bitten and the skin is broken;
- A child sustains a head or facial injury (above the shoulders)
- A child falls from a height greater than the height of the child;
- An injury requiring professional medical care occurs; \*

The staff member/teacher will comfort the child and apply basic first aid as permitted and direct someone to **call** the parent and **notify** the Director/Designee. \*An injury resulting in a child visiting the emergency room or being admitted to the hospital, or a call to 911 with transported emergency care must be reported to the Office of Licensing by the next working day.

### **Documentation:**

The **staff** member/teacher must complete and sign the **required** accident/injury report for **any** injury and obtain the signature of the **Director/Designee** and **Parent**. A photocopy of the report must be placed in the office communication folder by the next working day. Copies are maintained in the office. Upon request of the child's parent, the center shall provide a copy of the accident/injury report by the end of the next operating day.

A brief description of the injury must be written in ink in the classroom log book including: date, time, location & treatment, witnesses, method of notification & follow-up action.

### **Follow-Up:**

The staff member completing the accident/injury report must call the parent to learn the extent of an injury and the treatment received at a doctor's office, emergency room, including a hospital stay in order to complete the accident/injury report.

### **Medical Emergencies - Call 911 in the following situations:**

- **A child or adult has difficulty breathing or is unable to speak and/or**
- **The child or adult has poor skin color or lips are blue, purple or grey;**
- **A child or adult is unconscious or experiencing seizures;**
- **The child or adult has uncontrolled bleeding;**
- **A child or adult has had a severe choking episode;**
- **The child or adult has difficulty walking, is confused, complains of severe headache & is vomiting;**
- **If it is necessary to administer an EPI Pen to a child or adult having a severe allergic reaction.**

A copy of this policy shall be distributed to the parent of each child enrolled, securing a signature from the parent attesting to the receipt of the policy (*Manual of Requirements, p.73*).