



**Policy #: CHS-1**

**Page #: 1 of 3**

**Ref #:** 1302.47(a); 1302.47(b)(4)+(d)+(j);  
DCL 1240-04-01-12(10)+(11), p.32

**Policy Council Approval Date:**  
**01/22/19**

**COMPONENT: CHILD HEALTH AND SAFETY**

**SUBJECT: HEALTH EMERGENCY PROCEDURES**

**PERFORMANCE OBJECTIVE:** The agency will ensure policies and procedures have been established and implemented for responding to medical and dental health emergencies with which all staff members are familiar and trained. All Staff will be trained on policies and plans of actions for emergencies that require rapid response on the part of staff or immediate medical or dental attention and CPR and First Aid annually. Such plans will include posted locations and telephone numbers of emergency response systems, up-to-date family contact information and authorization for emergency care for each child must be readily available and easily accessible. Emergency evacuation routes and other safety procedures for emergencies will be posted. Policies will identify methods of notifying parents in the event of an emergency as well as the agency's established method for handling cases of suspected or known child abuse and neglect.

**POLICY AND PROCEDURE:**

Teachers will ensure that emergency numbers are posted in the classroom near the telephone. Required emergency numbers include but are not limited to:

- 911
- Fire/Sheriff's Department
- Nearest Hospital Emergency Room
- Child Abuse Hotline
- Poison Control

Teaching staff will ensure children's and staff's emergency contact information is easily accessible in the event of an emergency.

Evacuation Routes for every classroom/center are to be posted where they are clearly visible near each exit. Center specific Emergency Plans are located at each center.

Cook or designee is responsible for conducting drills by the 15<sup>th</sup> and e-mailed to the Facilities Manager. Refer to Emergency Plan or Emergency Drill SOP's as applicable.

Teaching staff are required to practice evacuation fire/tornado/earthquake/intruder drills with their class on a regular basis. At a minimum, bus evacuation and fire drills should be conducted monthly and tornado, earthquake, and intruder drills every other month (alternating).

Teachers will ensure that the Childhood Emergency Quick Reference Guide is posted in the classroom on Emergency Board which will identify the plan of action in case of medical emergency.

Each location will have a copy of the agency's Emergency Plan displayed by Staff Sign-In Sheets or near main entrance.

All staff will follow the agency's policy regarding reporting known or suspected child abuse. Please refer to policy A-1 for specific reporting procedures.

First Aid and CPR training will be provided to all staff annually.

All staff will be trained on this policy annually.

### **Responding to Accidents/Emergencies (See Accident SOP)**

Any accident involving a child that requires first aid (scrapes, bruises, bumps, splinters, Band-Aids, ice packs, tooth knocked out, etc.) must be written up on an *Accident/ Injury Report Form* by the staff member most familiar with the accident/injury.

Parents/guardians **must** receive a copy of the *Accident/Injury Report Form*.

Serious Injuries (broken bones, severe bleeding, and loss of consciousness) require a call to 911, staff are to remain as calm as possible and follow the instructions of the dispatcher.

If the dispatcher recommends transportation by ambulance, staff is to:

1. Immediately make contact with the child's parent/guardian to inform them of the accident/injury and what has been recommended by the dispatcher;
2. Contact central office to inform them of the accident/injury and what has been recommended by the dispatcher;
3. One staff member must accompany the child in the ambulance and take the child's emergency card with them.
4. Staff is to stay with the child until the parent/guardian arrives and may remain if so requested by the parent/guardian, otherwise return to the center as necessary.
5. Staff is to complete an *Accident/Injury Report Form* as quickly as possible following the appropriate procedure for completing the *Accident/Injury Report Form*.

If transportation by ambulance is not recommended by the dispatcher, staff is to:

1. Continue to follow the instructions of the dispatcher;

2. Immediately make contact with the child's parent/guardian to inform them of the accident/injury and what has been recommended by the dispatcher;
3. Contact central office to inform them of the accident/injury and what has been recommended by the dispatcher;
4. Staff should remain with the child until the parent/guardian arrives;
5. Staff is to complete an *Accident/Injury Report Form* as quickly as possible following the appropriate procedure for completing the *Accident/Injury Report Form*.

If a child's accident/injury warrants transportation to a medical/dental provider:

1. The HSM will complete an investigation on the accident/injury as applicable;
2. The HSM will forward all information regarding the accident/injury to the Director for disposition.
3. The HSM or designee will stay in contact and offer assistance to the parent/guardian of the child, until the accident/injury is remedied.
4. All contact/assistance with the parent/guardian will be documented and entered into ChildPlus by HSM or designee. The written documentation will be attached to the original accident/injury report.

Serious illness or injuries, including but not limited to, massive bleeding, broken bones, head injuries, etc. signs of serious illness, including but not limited to, high temperature, disorientation, coughing, vomiting, or diarrhea with blood present, severe difficulty breathing, seizure, etc., **shall be reported to the parent/guardian immediately** (See Daycare Licensing page 43).

Accidents/injuries and every sign of illness shall be reported, or a reasonable attempt made to report, to the parent/guardian as soon as possible, but not later than the child's release to the parent/guardian or authorized person (See Daycare Licensing page 43).

### **Staff Accidents/Injury**

Any accident/injury involving a staff member will be reported to their immediate supervisor. The *Tennessee Employer's First Report of Work Injury Form* will be completed and faxed to the Director of Finance within 24 hours of injury.

Any accident/injury involving a staff member resulting in serious injury where emergency personnel are contacted, the person on the staff emergency card is to be contacted immediately following and then central office is to be contacted next.