

Emergency Medical Procedures

Minor Incidents

Typically an injury can be treated with a little TLC and a Band-Aid or ice pack, but we must be prepared for everything.

We are fortunate to have an extensive First Aid Kit located in the laundry room on the first floor of the children's building. Always remember that we are not authorized to dispense any over the counter or prescription medication. In the event a child needs more attention, locate an Early Childhood Education staff member so that the parent can be located and notified. The church is also staffed with volunteer nurses and EMTs. An Early Childhood staff member can radio for their assistance if needed.

An Accident Report Form will be filled out by an Early Childhood /Children's Ministry staff member of the incident. A Early Childhood /Children's Ministry staff member will follow up with the parent, if necessary, the following week

Please share with the parent about the incident upon their arrival to your classroom. If further help is needed, please refer to Early Childhood /Children's staff.

Serious Incidents

Serious injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

- Locate and notify an Early Childhood Education staff member.
- Dial 911 and give location. (Large children's building located on south end of church campus).
- Call the church office front desk (ext. 1592 or ext. 1591) and inform them that 911 has been called. The fire department will call the church office to confirm the emergency before dispatching fire/medical team.
- Keep calm and keep preschoolers and the injured person as calm as possible. Speak to the child assuring them that they will be fine.
- Do not move the injured child or leave them alone.
- Send a fellow teacher to find a staff member for assistance or to the First Aid Room to get the nurse.
- The staff member will contact the parents and advise them of the child's situation - they will refer to the parents for details on doctor or hospital preference.
- If the child is to be transported to a hospital and a parent cannot be located in time, the staff member will accompany the child to the hospital.
- The staff member will follow up with the parents as needed.
- All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency.