

# **First Aid and Emergency Procedures**

Being prepared to handle injuries or emergencies is extremely important as we can never predict if or when someone gets hurt, we have a natural disaster or other emergency. We must be calm and collected and follow the proper procedures to ensure the safety of the children in our care. Please follow the procedures below.

In case of a minor injury (visible bump, scratch or cut):

- First-aid kit is located in the supply closet/cubbies/or baskets.
- Assess the situation and have them sit down and rest.
- Apply ice as needed
- Apply band-aid as needed
- DO NOT apply ointment or administer medication of any kind.
- Complete an ouchy report.
- Report injury to a parent at pickup and give them the ouchy report.

In case of a serious injury (bite, major fall, broken limb, etc.):

- Call 9-1-1 if necessary (child is unresponsive).
- First-aid kit is located in the supply closet/cubbies/or baskets.
- Assess the situation and stabilize the child or have them sit down and rest.
- Text or page the parent and find Ministry Director or Ministry Partner.
- Apply ice as needed
- DO NOT apply ointment or administer medication of any kind.
- Complete an incident report.
- Have a parent sign the incident report
- Give the report to the Ministry Director to be filed.

In case of a natural disaster, fire or other emergency:

- Call 9-1-1
- Emergency lights will illuminate if there is no power.
- Assess the situation and stabilize any injured children or adults. Have them sit down and rest if possible.
- Retrieve the red “go bag” from the supply closet.
- Put on emergency vest.
- Gather everyone together to evacuate and follow the evacuation map in the “go bag” or illuminated emergency lights to an exit and proceed to the “safe zone” on the map. Use the ring chain (if necessary or available) to keep all children together.
- Carry injured children, if necessary.
- Stay with children in the designated “safe zone” until emergency personnel arrive or a parent comes to retrieve them.
- A set of basic first-aid supplies are stocked in the “go bag” to use in the “safe zone” as needed.