

1. There shall be at least two staff in the center at all times enabling one person to leave the center if child needs to be taken to a hospital, clinic or home.
2. The following telephone numbers shall be posted for quick reference:
 - Dentist or Dentist Office
 - Physician or Hospital
 - 911 – This will be forwarded to Ambulance, Fire Dept., and Police
 - Regional Poison Control Center
 - Parents Phone Number and Emergency contacts if parents cannot be reached.
3. List of any known allergies for each child must be in child's file and posted in center
4. Children's individual records are in file at center with permission forms signed by parents, determining the action to be taken in case of an emergency
5. Stay calm while responding to child's needs in an appropriate manner. If child is in a state of panic it can effect treatment and cause further trauma.

IF CHILD IS BLEEDING:

- Stop bleeding by applying pressure to the area
- Clean affected area with clean water
- Apply ice, wrapped in clean cloth for swelling

IF TOOTH IS KNOCKED OUT, FRACTURED, CHIPPED, BROKEN OR LOOSE:

- Staff should try to keep child calm
- If injured area is dirty, clean gently
- Place cold compresses to the injured area to limit swelling
- If parent cannot be reached, take child to a dentist

IF TEETH ARE LOOSE IN AN ACCIDENT:

- Do not attempt to move the teeth or jaw
- Rinse child's mouth with clean water
- Immediately take to dentist if parent cannot be reached

IF TOOTH IS KNOCKED INTO GUMS:

- Do not attempt to free or pull on the tooth
- Rinse child's mouth with clean water and take to the dentist if parent cannot be reached

IF INJURY TO THE TONGUE, CHEEKS, OR LIPS OCCURS:

- Rinse affected area
- Apply ice, wrapped in clean cloth to control swelling
- Take the child to dentist or physician if bleeding continues

IF THE TONGUE OR LIPS BECOME STUCK TO AN OBJECT AND THE TISSUE TEARS OR IN THE EVENT OF ANY OTHER SOFT TISSUE TEARS:

- Stop the bleeding
- Cover the affected area with sterile petroleum jelly and take to nearest dentist or physician