



## MEDICAL EMERGENCY PLAN



1. There shall be at least one staff person on the premises during all hours of operation who has received within the past three years with a Standard First Aid Card and within one year a CPR card issued through American Red Cross or American Heart.
2. There shall be at least two staff or adults in the center at all time with one staff able to leave the center if a child needs to be taken to a hospital, clinic or home.
3. The following telephone numbers shall be posted for quick reference:
  - Physician or Hospital
  - 911
  - Local Fire Department
  - Local Police Department
  - Regional Poison Control Center
  - Parent s and Emergency Contacts
  - Dentist
4. A list of any known allergies for each child must be in child's individual file and posted in classroom and in kitchen.
5. Children's individual records are on file in the center with permission form signed by parents on action to be taken in case of an emergency
6. Center staff will notify parent immediately in the event of an accident or injury and will notify the parent of a minor occurrence injury at the end of the day. Following the injury staff must document what occurred, the date, and the method notifying the parents. This documentation will be kept on file one year following the injury or accident.

**Note:** Examples of a serious injury or accident may include unconsciousness, broken bones, deep cut (requiring stitches), and concussion, foreign object in eye, ear or nose.

Examples of a minor injury or accident may include a scratch, cut scrape or minor bruise causing discoloration of skin.

In the event of death of a child, the appropriate professional staff will notify parents immediately.

7. All serious injuries are reported to Administrative office and documented on proper forms
8. Transportation is available at the center at all times in case of emergencies. Children will be transported to the nearest facility.
9. A First Aid Kit with instruction will be at each center and easily accessible to staff.
10. Each center will be provided with battery-operated flashlights.
11. Center staff will post fire drill procedures and conduct fire drills monthly.
12. Home Base staff will follow same Medical Emergency Plan when in Center.
13. Home Base Parents will be encouraged to take part in a all Workshops .
14. Home Base staff will receive First Aid and CPR .