

### ***Medication***

Prescription medication may not be administered to any child under any circumstances without the written consent of the child's attending physician. The prescription medication must be brought to the center in the original container from the pharmacy.

Over the counter medication may be administered with written permission from the parent/guardian, including dosage amount, and time for medication to be dispensed. The medication must be brought to the center in the original container.

Documentation of administration of medication must be made by the staff. The format for this procedure is a medication administration chart, which is kept in the center's kitchen at the early childhood program, and with the teachers' information/permanent files at the School-Age Program.

## Emergency Contacts

### Fairview Heights

Police: 489-2100

Fire: 394-8484

Ambulance: 489-2100

Laura Suria

Off Site: 410-1210

## EMERGENCY PROCEDURES, PLANS AND POLICIES

---



Child Care Center and  
Private Kindergarten  
750 Fountains Parkway  
Fairview Heights, IL 62208  
Phone: 618-624-5624  
Fax: 618-624-5677  
[TheEarlyYears@sbcglobal.net](mailto:TheEarlyYears@sbcglobal.net)

**FIRST AID AND  
MEDICAL  
EMERGENCIES.**

# FIRST AID AND MEDICAL EMERGENCIES

In the event of an accident or injury that appears to need emergency medical treatment, the following sequence of phone calls for medical assistance should occur.

1. First call: 911
2. Second call: Fairview Heights Police at 489-2100

## ***I. Serious Injury***

In the event of a serious accident, injury or health-related emergency to a child in attendance at all program sites, the following procedures should be followed by staff:

1. Remain calm and quickly assess the situation. Direct a co-worker to contact the center director immediately. For off site calls 410-1210.
2. If the injury involves the head, neck or back, do not move the child. If excessive bleeding occurs, follow standard first aid procedures for same. The center director should be notified immediately. In the event of her absence, the senior staff member on site shall assume this responsibility. If the extent of injury appears serious, call 911 giving a specific description of the situation and clear directions to the location. Immediately following contact the primary parent/guardian listed on the child's file folder. No treatment may be administered without the signature consent on this document

and/or Memorial Hospital form in the event that the child is seen by medical personnel before the parent arrives on site. This is a critical aspect of the emergency treatment plan and must be understood by all staff.

## ***Minor Injury:***

1. In the event of minor injuries, standard first aid procedures should be followed.
  2. No medication may ever be administered in these minor situations. The early childhood site first aid kits include only approved materials.
  3. An Injury Reports (in duplicate) should be completed for minor scrapes and bruises. One is sent home to the parents; the duplicate copy is placed in the child's permanent folder.
  4. One staff member must remain with the child at all times. However, the senior staff member on site will be responsible for executing these procedures. They should accompany the child to hospital if necessary and work with the parent throughout.
4. Complete documentation of the event including an accident report and the staff members involved must complete diagram of the

injury site within 24 hours of the accident.

## ***Sick Children***

Staff members are expected to monitor their children's health daily. The center has a written health policy regarding health symptoms that result in exclusion from the program. This health policy is posted at the early childhood and school age sites. Each parent of enrolled children receives a copy at the time of enrollment. If a child in attendance exhibits any of the stated symptoms, the child is isolated from his/her peers and the parent/guardian is contacted immediately. If the parent is unable to come within a reasonable time, the child will be kept in isolation and made as comfortable as possible. A staff member should remain with the child until the parent/guardian arrives.

Note: In the event of fever, cool cloths should be administered to the face to prevent spiking.

Fever reducing medication may be administered with parent's verbal/written consent and dosage amount.

## ***Head Bumps***

Office copy of accident report stapled to ouch slip if head is involved in any way. This then acts as a signal that there may be a problem that develops which was not apparent initially. If a problem develops, accident report can be filled in if necessary.

## ***Head Injuries***

Full accident report completed and put on the director's desk.