

HEALTH SERVICES

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HS1012a	First aid, emergency, family engagement	2
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ADMINISTRATION OF FIRST AID

It is the policy of Explorers Academy to ensure that children are safe at all times, including providing trained personnel who can administer first aid in the event of an emergency or sudden illness.

(1) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the teaching assistant or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.

(2) Other staff will be alerted to send for assistance, including the Family Advocate, Health Coordinator, Site Supervisor, or other personnel.

(3) One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.

(4) In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately by the staff members responding to the situation. The paramedics determine whether or not the child needs emergency transportation to a hospital or clinic. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance, and appropriate personnel will ensure the remaining children in the classroom are kept safe and under the supervision of properly trained adults. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.

(A) At any time that epinephrine is administered, paramedics will be called.

(B) If staff members suspect that a child has ingested a poisonous or toxic substance, the staff person will contact the Emergency Montana Poison control at 1-800-222-1222.

(5) If the emergency is non-life threatening and the child is transported to the hospital by the Center, one of the staff will drive and another staff will be accompanying the child for comfort. The child

will be properly restrained in a properly installed car seat. The child will not be carried on the staff member's lap

(6) If the parent comes to pick up the child and needs assistance, the teacher or program director may offer to drive to the hospital or to accompany the child

(7) When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms.

(8) An Incident Report Form will be completed for all injuries and any event requiring emergency first aid or transport to a hospital. A parent must sign the Incident Report Form

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