

## **EMERGENCY PROCEDURES**

The following guidelines should be adhered to in case of emergency, injury or illness.

1. The teacher and one parent should determine the extent of injury or illness and whether medical assistance is required.
2. If medical assistance is required 911 should be immediately notified via the kitchen phone or portable classroom phone.
3. The EMERGENCY WHITE CARD should be pulled from the teacher's file cabinet and the "ON MEDICATION LIST" should be checked, as this information may be helpful to EMS or emergency contact persons. The list is located inside the teacher's gray cabinet doors.
4. The child's parent(s) will be notified immediately; if neither parent is available, the emergency contact person will be notified.
5. If the child's injury does not require 911 services, the child should be removed from the classroom and other children. The teachers are certified in Basic First Aid. The teacher and one parent will give first aid as needed. If the parent or contact person cannot be reached, the teacher may decide to phone an call nurse for assistance.
6. In the event that a parent or contact person cannot be reached, it still may be necessary to remove the child from the school (ie. laceration that is bleeding). If this is the case, the teacher and one parent will drive the child to an Urgent Care for first aid treatment ONLY.
7. From this point, the child can be comforted by the teacher until the parent or contact person arrives. The child's parents will then follow through with any further treatment with the child's own physician.

I have read and understand these procedures:

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **INSURANCE INFORMATION**

Name of Provider \_\_\_\_\_

Name of Principle Person Insured \_\_\_\_\_

Policy and Group Number \_\_\_\_\_