

 <b>Policy #:</b> Health 4.1	<b>Effective Date:</b> 09/2009	<b>Page #:</b>
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**POLICY: EMERGENCY CARE**

**PERFORMANCE OBJECTIVE:** Staff must follow procedures in emergency care situations. Procedures must be completed within the first 48 hours following the accident.

**PROCEDURE:**

If a child is involved in an accident or is taken seriously ill, staff will follow these procedures:

1. Make the child as comfortable as possible utilizing First Aid Procedures given in First Aid Training.
2. Contact the physician or clinic as specified on the Health or Dental Emergency Permission form or the nearest provider to the center and notify them that you are bringing in a seriously ill child.
3. Have another staff member notify parents to advise them of situation and assist them in making arrangements for getting to the location where services are being rendered to the child.
4. For an accident, complete the accident form. Follow Policy # Health 4.17.
5. For illness, not involving an accident, the parent is responsible.
6. Record the incident on the child's Health Record.
7. Notify the Central Office.

This policy/procedure must be followed in conjunction with the policy for a medical emergency plan (4.4).