

## Medical Emergency Procedures

When an accident or injury occurs to a child during hours of care, the Center shall take the necessary emergency action to protect the child from further harm and shall notify the child's parent or guardian. In addition, the Center shall maintain an injury report for each incident. If the accident requires medical attention, the following steps will be followed:

### Minor Injury:

1. Call parent/guardian and notify the Director.
2. Keep child calm and protect him/her from further harm.
3. If unable to contact parent/guardian or Director, refer to the child's Emergency consent form on Information Sheet.

### Severe Injury:

1. Call 911
2. Call parent/guardian and notify Director
3. Keep child calm and protect from further harm.

All of our teachers are trained in First Aid and CPR.