



Emergency First Aid Care Procedures

- 1. Remain CALM!**
- 2. Person nearest the child yells for help and immediately begins the appropriate first aid procedures (using gloves if possible).**
- 3. If needed, the director or lead teacher calls 911 or assigns staff to do so stating:**
 - a. Who is calling, from where and address
 - b. Child's name and age
 - c. What happened/type of injury
 - d. What first aid is being done
 - e. Relay instructions on additional first aid they tell you to do until the EMT arrives
- 4. The director or lead teacher calls the parents to let them know of the situation and that 911 has been called.**
- 5. If the child needs to be transported and the parent is not able to ride with the child to the hospital, the director or lead teacher rides with them and takes the child's records/file with them.**

OR

- 3. If it is not an emergency situation that requires an ambulance but the child needs to go to the doctor or hospital, the director or lead teacher calls the parents to explain the situation and to see if they want to meet at the hospital or doctor's office or they want to take their child themselves.**
- 4. If staff are to transport the child, they must**
 - a. Find a driver & makes sure classroom is staffed
 - b. Get the child's records/file to take with them
 - c. Get the child's coat or blanket if needed
 - d. Continue first aid if needed while in transit
 - e. Accompany the child at all times until parent takes over

*****A report of the entire incident (what happened, date, time, who was present, first aid administered) must be documented in great detail.*****

NEVER HESITATE TO CALL 911!!