

INDEX

COMMUNICATION, EMERGENCY AND SECURITY PROCEDURES

1. Emergency Drill Log
(7.707.6.B)

2. Emergency Phone Numbers-Disaster Preparedness
(7.707.41.B25,28,29, 7.707.6.A.3)

3. EMS and Hospital Services
(7.707.41.B25,29, 7.707.6.A.3)

4. Instructions for Daily Health Checks
(7.707.71)

5. Sample Sign In and Out Roster
(7.707.6.E)

6. When to Call 911
(7.707.6.A.3)

EMERGENCY PHONE NUMBERS

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control Center are to be posted by each designated phone with an outside line. A telephone located in a center office that is sometimes locked during the day shall not be a designated phone.

Emergency contact information for each child and staff member will be kept readily available. This information shall accompany a child transported to an emergency facility.

Emergency telephone numbers for each child shall be taken by staff when transporting children to and from school, on field trips and any other non-centered sponsored activities away from the center premises.

Telephone numbers for contractors who provide specific types of building repairs are to be kept in a central file for problems, e.g., heating, trash removal, plumbing and general maintenance.

DISASTER PREPAREDNESS

Many providers get help from parents and others in the community to donate and obtain items that they store in a plastic garbage can or other waterproof container. Disaster kits need to include enough supplies to last for three days or 72 hours. Items to include in the kit are:

1. Disaster first aid kit;
2. Emergency water supply – three gallons of water per person (one gallon/day);
3. Food which requires no refrigeration or cooking (don't forget a hand operated can opener and formula;
4. A camp stove, fuel, and matches;
5. A flashlight and extra batteries;
6. A battery-operated radio and extra batteries
7. Plastic bags;
8. Diapers, soap, presealed sanitary wipes and sealable disposal bags;
9. An up-to-date class list and emergency release forms;
10. A pencil/pen and a log to track who gets released to whom;
11. Extra clothes, shoes, and socks for everyone;
12. Any special medication children or adults may need;
13. Paper/plastic products to eat/drink from.

Consider including a comfort kit for each child. Comfort kits can be provided with familiar items that will comfort a child and may include items such as a blanket, a cuddly toy, pacifiers, photos of family members, a favorite snack, or a book. Providers may want to include a comfort kit for themselves as well.

What You Need to Know to Prepare for a Natural Disaster

In the event of a natural disaster, all staff should know the location of and how to turn off the gas, water, and circuit breakers, how to pitch a tent, how to light a camp stove and the local emergency radio station.

For more information refer to the National Association of Child Care Resources and Referral Agencies www.naccrra.org

Search the website for "Publications" and view online (at no charge)

Disaster Preparation: A Training Program Family Child Care Providers (2006)

Disaster Preparation: A Training Program for Child Care Centers (2006)

EMERGENCY MEDICAL SERVICES INFORMATION



Each child care setting should update the following information at the beginning of each year!


Contact the Local Emergency Medical Services (EMS) Ambulance Service to complete the following questions.

Name of Service: _____

 1. Emergency Phone Number: _____

 2. Location: _____

 3. Average Emergency Response Time To Your Setting: _____

 4. Directions to your setting: _____

Service's Non-Emergency phone: (_____) _____
area code

HOSPITAL EMERGENCY DEPARTMENT INFORMATION



Contact the Closest Local Hospital Emergency Department to complete the following information.

 1. Name of Hospital: _____

 2. Hospital Address: _____

Emergency Department Phone: (_____) _____
area code

Complete if there is more than one close hospital

 1. Name of Hospital: _____

 2. Hospital Address: _____

Emergency Department Phone: (_____) _____
area code



INSTRUCTIONS FOR DAILY HEALTH CHECKS

A child care program should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

1. The illness prevents the child from participating comfortably in program activities.
2. The illness results in greater care than the child care/school staff can provide without compromising the health and safety of the other children
3. Please refer to the *Illness Policy, When To Keep Your Child at Home*

If a child becomes ill during the day, the child should remain under adult supervision. Provide a quiet comfortable area for the child.

Everyday, upon entry or as soon as possible after each child arrives and during observation of the child at play, a health check of each child is performed by a trained staff member.

1. Be at the child's level so you can interact with the child, even if talking with the parent.

2. Check:

- Behavior typical or atypical for time of day and circumstances**

- Appearance**



Skin: pale, flushed, rash

Eyes, nose, mouth; note color; are they dry or is there a discharge?
Is child rubbing eyes, nose or mouth?

Breathing: Normal or different; cough

- Report of parent on how the child seemed to feel or act at home.**

- Sleeping normally?**

- Eating/drinking normally?**



When was the last time child ate or drank?

- Any unusual events?**

- Bowels and urine normal?**



When was the last time child used toilet or had a diaper change?

- Any evidence of illness or injury since the child was last in child care**

- If the child is on medication**, ask parent when the last dose was given.
Be sure to have all of the proper forms on hand so that you can give the child his/her medication during the day.

Adapted from *Caring for Our Children: National Health and Safety Performance Standards 2nd Edition 2002* Washington, DC: AAP & APHA.

When To Call 911



Call for an ambulance if the person experiences the following -

- * Unconscious
- * Stopped breathing
- * Breathing is so fast or so hard that the person cannot speak, cry, or drink
- * Difficulty breathing and struggling for each breath, grunting to push air out
- * Choking, and the foreign object cannot be removed
- * Chest pain or pressure
- * Shock
- * Vomiting blood
- * Uncontrolled bleeding
- * Injuries to the head, neck, or back
- * Severe allergic reaction (difficulty breathing, inability to swallow or speak, vomiting, severe swelling, hives)
 - Note: If emergency EpiPen® has been given, call 911
- * Seizure occurs for the first time
- * Contact with a dangerous chemical or a chemical burn
- * Severe heat burn or electrical shock
- * Poisoning 1-800-222-1222
- * Suspected drug overdose
- * Significant changes in mental status

Notify parents, administrator and nurse consultant AFTER calling 911!