

WESTSIDE CHURCH***MEDICAL PROCEDURES*****FIRST AID KIT**

Every classroom has a first aid kit. Know where this kit is so that you are able to quickly find it when needed. The first aid kit will have ice packs, Band-Aids, antiseptic wipes, latex gloves and basic medical supplies. Do not give any medication, aspirin, etc. Use the first aid kit for cuts and scrapes that don't bleed (anything else follow procedure below). If bitten by another child and skin is broken, clean with antiseptic and apply ice as necessary. Use latex gloves provided anytime you treat a child's injury. Call the parent to the classroom to notify them of any incident needing the first aid kit.

FOR SERIOUS INJURIES

Always send for the parent in the event of injury. While waiting for the parent or guardian:

- Administer CPR or respond appropriately to choking emergencies (posters are in each classroom with instructions).
- If bleeding, use latex gloves and apply pressure with gauze pad.
- If swelling or bruising is evident apply an ice pack to the area.
- If a child falls and there may be broken bones, do not move the child, wait for parents. Make the child comfortable, cover with blanket provided in room and apply an ice pack to the injury if appropriate.

LIFE THREATENING EMERGENCIES

If there is a life threatening emergency, first call 911 using a cell phone or landline. Enlist the help of the campus monitors – one to get the child's parents or parent's pre-authorized representative. Stay with children. It may be necessary to combine some classrooms to use other teachers to assist. Once 911 has been contacted let those with the injured child know help is on the way.

While you wait for emergency personnel and the parents:

- Stay calm and focused
- Make sure someone is keeping the other children busy and away from the emergency

FOR ALL EMERGENCIES: PRAY WITH THE CHILDREN AND REASSURE THEM