

## **HEAD START MEDICAL EMERGENCY PLAN**

**A LIST OF ALL EMERGENCY NUMBERS SHOULD BE POSTED BY ALL TELEPHONES IN THE CENTER: THIS LIST SHOULD INCLUDE THE HOSPITAL, AMBULANCE, FIRE DEPARTMENT, AND POISON CONTROL.**

**STAFF WILL KEEP EMERGENCY CONTACTS AND MEDICAL INFORMATION ON THE CHILDREN IN A FANNY PACK OR APRON THAT IS WORN AT ALL TIMES WHEN WORKING WITH THE CHILDREN.**

1. Site/manager or Teacher will assess the situation and start emergency medical treatment. CPR or first aid.
2. Teacher assistant will call ambulance, hospital or doctor.
3. Family Advocate or other available staff will pull Bus Card or Agreement Form for authorization of Treatment. Family Advocate or available staff will call parents or emergency contact.
4. Site/Manager or teacher will accompany child to doctor's office or hospital.
5. Central Office will be notified as soon as possible. An Accident Report or a report of emergency medical treatment will be sent to Central Office within 24 hours.