

EMERGENCY MEDICAL CARE IMPLEMENTATION Guide

Step 1 – Notify the person responsible for determining the degree of care needed.

Staff Member Responsible: If a child becomes ill or is injured, the staff member responsible for the child at the time of the illness/injury should notify the person responsible for determining the degree of care needed and remain with the child. If a staff member becomes ill or injured, the ill/injured staff member should notify the person responsible for determining the degree of care needed if he/she is able.

Alternate: If the staff member responsible for the ill/injured child is unable to notify the person responsible for determining the degree of care needed, designate another staff member in close proximity to do so.

Staff Member Responsible: _____

Alternate: _____

Step 2 - Determine if assistance or advice is needed from an outside resource. Call 911, the medical consultant, and/or Carolinas Poison Control, if necessary (depending on the type of illness/injury).

Staff Member Responsible: _____

Alternate: _____

Step 3 - Administer First Aid and/or CPR to the ill/injured person. Follow directions of the 911 operator, the medical consultant, or Carolinas Poison Control, if contacted.

(NOTE: This step may require administering medications as directed by a medical professional.)

Staff Member Responsible: _____

Alternate: _____

Step 4 - Determine appropriate transportation if the person must be transported to a medical facility.

(NOTE: In a life-threatening/severe emergency, an ambulance should be dispatched by 911 in step 3.)

Staff Member Responsible: _____

Alternate: _____

POST IN AN AREA AT THE FACILITY THAT IS EASILY ACCESSIBLE TO STAFF AND PARENTS

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Step 5 - Notify the parent or emergency contact of the ill/injured person.

(NOTE: Steps 4 and 5 may occur simultaneously as parents in close proximity to the facility may elect to transport the ill/injured child themselves if illness/injury is not life-threatening and it will not result in unnecessary delay in treatment of the ill/injured child.)

Staff Member Responsible: _____

Alternate: _____

Step 6 - Determine who will accompany the ill/injured person during transport, and assure that signed authorization is taken with person to the medical facility.

(NOTE: If parent chooses to transport, consider having an additional staff member accompany the ill/injured child to tend to the child's needs during transport.)

Staff Member Responsible: _____

Alternate: _____

Step 7 - Obtain substitute staff.

Staff Member Responsible: _____

Alternate: _____

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Step 8 – Document the illness/incident on an incident report form.

Staff Member Responsible: _____

Alternate: _____

Step 9 – Log the incident on the facility incident log.

Staff Member Responsible: _____

Alternate: _____

Step 10 – Mail a copy of the incident report to the Child Care Consultant within 7 calendar days after treatment.

Staff Member Responsible: _____

Alternate: _____

Child Care Consultant's Name and Address: _____

NOTE: The date the emergency medical care plan is completed should be included. When changes are made to the emergency medical care plan, the date should reflect the most recent change to the emergency medical care plan and documented in the appropriate space below (Updated on _____).

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