



**Discover Magical Moments**  
**Daycare Center, Inc.**  
**Emergency and Accident Policies and Records**  
**May 2009 Revision**

*Prepared By:*

MINNESOTA VISITING NURSE AGENCY

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Child Care Program

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And Discover Magical Moments Daycare Center, Inc.  
5450 Royal Place NW Rochester, MN 55901

## Emergency and Accident Policies and Records

The Center must develop written policies governing emergencies, accidents, and injuries. The license holder (Renae Loth-Birch/Discover Magical Moments Daycare Center, Inc.) must ensure that written records are kept about incidents, emergencies, accidents, and injuries that have occurred.

The Center must keep a record of instruction to all staff persons and, when appropriate, to children and parents, about how to carry out the policies.

The policies must contain:

### *Administering First Aid*

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The following policies and procedures are in place for administering first aid, which includes a statement regarding how Discover Magical Moments Daycare Center will have a staff person available to administer first aid during all hours of operation. We can ensure that there is always a person available to administer first aid during business hours due to all staff are Red Cross Certified every three years according to licensing Rule 3.

### *Safety Rules*

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#### **Injuries**

The following are general strategies for preventing injuries suggested by the Red Cross:

- Encourage or persuade people at risk to change their behavior.
- Require people at risk to change their behavior, such as mandatory safety belt laws.
- Provide products that offer automatic protection, such as air bags, designed to reduce the risk of injury.
- In addition, you can reduce your own risk of an injury by taking the following steps:
  - Know your risks
  - Take measures that make a difference
  - Think safety
  - Learn and use first aid skills
  - Vehicle safety
  - Fire safety
  - Safety at home
  - Safety at work
  - Safety at play

## **Burns**

**Stop Burning:** Stop the burning by removing person from the heat source. If person is on fire, roll him/her in a blanket, coat or douse with water.

**Cool Burning:** Cool the burn by flushing with large amounts of cool water for a minimum of 10 minutes. If a chemical burn, wash the affected area immediately with large amounts of water for at least 20 minutes. Remove all contaminated clothing and jewelry.

**Cover Burn:** Cover the burned area with a sterile dressing. Do not break blister. Do not apply ointments or creams.

### **Call 911 for critical burns:**

Burns that cause breathing difficulty or burns around the mouth/nose.

Burns covering more than one body part.

Burns on the head, neck, hands, feet or genitals.

Burns on a child, elderly person, or person with a medical condition.

Burns resulting from chemicals, explosions or electricity.

## **Poisoning**

### **Poisoning Signs and Symptoms**

Information from person or observer.

Presence of container known to have poison or drugs in it.

Sudden onset of pain or illness.

Burns around lips or unusual breath odor.

### **In Case of Poison Ingestion**

Call the Poison Control Center. Describe what the person took, how much, when and what his/her condition is now.

Call Poison Control 1-800-222-1222

Follow Poison Control Center's directions.

## **Chocking**

Choking – Conscious Person –

- If the person CAN cough, speak or breathe, encourage person to cough and do not interfere with him/her.
- If the person CANNOT cough, speak or breathe:
  - Stand behind victim.
  - Make a fist with one hand and place the thumb side of the fist against the middle of the person's abdomen, just above the belly button.
  - Grab your fist with the other hand and give quick, upward thrusts.

### Choking – Unconscious Person –

- Place the person on his/her back. Open the person's airway and check for breathing for about 5 seconds.
- If the person is not breathing, give 2 breaths lasting 1 second each.
- If the breaths do not go in, reposition the airway and try the 2 breaths again. If breaths still do not go in, the airway is blocked.
  - Give 30 chest compressions. Place the heel of your hand at the lower end of the person's breastbone, just above the notch where the ribs meet. Place your other hand on top of the first hand and compress the chest straight down, about 2 inches.
  - Open the person's mouth and look for a foreign object. If you see an object, sweep it out.
  - Give 2 breaths.
  - Continue cycle of 30 compressions, foreign body check and 2 breaths until the airway is cleared and breaths go in.

### **Suffocation**

Discover Magical Moments does not allow large over sized child blankets that could cause suffocation to be used in any classroom for any reason. We suggest that parents bring in or ask a teacher to use the center's smaller child size receiving blankets for rest times. If you have any questions please see Renae or Lori.

### **Pedestrian Accidents**

Children will be closely supervised when walking near any traffic. Traffic signs will be adhered to. Drop-off points for children will be clearly designated.

### **Employee/Visitor Injury**

If an injury occurs to an employee on the job or to a visitor on site, where complications may develop or where employment time may be lost, an immediate medical exam may be needed (contact Director and or Assistant Director immediately prior to seeking medical attention en-less the situation is life threatening).

Report all injuries to the Director and or Assistant Director, which for the employee or visitor to see a physician. **An injury report must be completed before you leave for the day if the situation is not life threatening.**

## Injuries in Transit/ Traffic Accidents

- When going on field trips, staff will bring a first aid kit, cell phone, money for making phone calls, a first aid manual, and emergency information cards for each child.
- **Procedures for vehicular accidents en-route:**
  - Call the police immediately. Call the program and inform them of the accident and the number of children in the vehicle. **See that the Director and or Assistant Director are contacted immediately.** Stay with the children until the program makes new transportation arrangements.
- **When the bus driver or children are personally injured:**
  - Designate someone to call the police if they have not already arrived. **Ask the police or designate someone else to notify the director and or Assistant Director of the program as soon as possible.** The Director or Assistant Director should go to the hospital to support the children and staff and to help with child identification as needed. One person must stay in the office to monitor calls.
- **For the staff person who receives the emergency call:**
  - Request that the police or adult in charge has all children medically examined.
  - Notify the supervising Teacher, Assistant Director, or Director immediately. Also, notify other staff members of what has happened, and give them pertinent details so they will be able to answer phone calls or questions competently.
  - Call parent/guardian of children who were in the vehicle at the time of the accident.
  - If you were informed that one of the children seemed to be injured, tell the parent/guardian that the children are being examined at the hospital and ask the parent/guardian to go to the hospital.
  - The Director or Assistant Director will stay the hospital until everything is under control and until a parent/guardian or designated adult has come to the hospital for each child.

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### *Reporting*

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To DHS

The Director and or Assistant Director will report to the Department of Human Services within twenty four (24) hours:

- Any injury to a child while in care at the program that requires treatment by a physician or the use of emergency medical services.
- The death of a child while in care at the program.

The Director or Assistant Director will report within forty eight (48) hours the occurrence of a fire during the hours of operation if the fire requires the service of the Fire Department.

### *Daily Safety Inspections*

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Discover Magical Moments Daycare Center staff will conduct daily safety inspections for potential hazards in the center and on the outdoor playground area. Safety checklists are included in our daily cleaning lists as well as more in-depth safety checklists are performed by management weekly from the A to Z Health and Safety in the Child Care Setting 2005 Edition.

The Director/Asst. Director or person in charge will make any notes of items that need to be fixed or repaired in our Daily Inspection Policy and Procedure Book for the maintenance person to view and log the repairs.

### *Fire/Tornado Drills*

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Discover Magical Moments Daycare Center will conduct a fire drill monthly and tornado drills (April – Sept.). Our center's gym is specially designed as a protective storm shelter.

### *Emergency Disaster Procedures*

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#### **FIRE**

- Monthly fire drills will be held at varying times and days to allow encounters with a variety of activities.
- First adult at the scene closes off fire area, pulls fire alarm if available, and picks up the **attendance list**.
- Other adults get children to safety outside of the building by use of either the primary or secondary fire exit posted in each classroom. A count of children is made when all are outdoors.
- **The outside meeting place is the west parking lot of the Discover Magical Moments Daycare Center.**
- One staff member will call **911** (from outside of the building) at the nearest location after everyone has been evacuated from the building.

- **Wait for the Fire Department.** No one will return to the building until the Fire Department officials have given approval.
- All staff and children must participate in monthly fire drills. These will be held at various times during the day and week. A report of this drill will be maintained listing the following: Date, Time, Length of Time, Staff Present, Number of Children Present, and Management Person Present.
- All staff will be oriented to use of the fire extinguisher. Instruction for use of the fire extinguishers is posted on the wall next to the fire extinguishers.

### **Blizzards and Snow Emergencies**

In the event of a blizzard, the parents will be notified of Discover Magical Moments Daycare Center closing by a phone call from a staff person. In the event that blizzards or snow emergencies would necessitate closing the Center during the day, parents will be phoned by the staff to pick up their children. If parents cannot be reached, the emergency contact will be called. Food and bedding will be available if an emergency overnight stay is necessary. At least two staff members will remain until all the children have been picked up.

### **Utility Failure Emergencies**

In the event of a utility failure at the center the parents will be notified of the children being transported to Resurrection Lutheran Church and or School area located at 4520 19<sup>th</sup> Ave NW Rochester, MN 55901 (approx. 5 blocks from the center off of 18<sup>th</sup> Ave to the south), Telephone # 282-8280. A note will be posted on the center's front door to inform parents, families, and guardians of the utility failure along with a staff person's cell phone number for easy contacting of the groups.

### **Severe Weather (tornado)**

In the warmer months when weather conditions may indicate the possibility of severe weather, listen to the radio for official severe weather watches and warnings. All staff and children return to the building or remain indoors when under a watch or warning. If sirens are heard or a tornado warning is announced all staff and children will proceed to the severe weather shelter, which is located in our large indoor play area (gym).

**A battery operated portable radio, flashlights, first aid kit, and activity items for children and blankets will be taken to the shelter.**

Calmly initiate appropriate activities with the children. Remain in the shelter until the all clear is announced on the radio. Tornado drills will be held once a month from April

through September, and documented. A report of these drills will be maintained listing the following: Date, Time, Length of Time, Number of Children, Staff Present, and Management Present.

### *Missing Child*

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If a child is missing, the entire staff will be notified. Immediate attempts will be made to locate the missing child by available staff members. **Never leave other children unattended** when trying to locate a missing child. If unable to locate the missing child immediately notify the Director and or Assistant Director, the Police, and the child's parent/guardian.

### *Unauthorized Person Attempts to Pick up a Child or Parent not Arriving at Center by Closing Time*

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A child will not be released to an unauthorized person. If a person who is incapacitated or suspected of abuse arrives to pick up a child we will call 911. Staff is not expected to jeopardize their own safety or the safety of children in their care. If staff is threatened and/or forced to give up a child, the parent, the emergency contact person, or if necessary, emergency assistance 911 will be called.

If the child is not picked up by closing time, staff will call the parents/guardians or the emergency contact person. If neither can be reached, staff will remain at the center and continue to attempt to reach the parents/guardians or emergency contacts. If no one can be reached, staff will call the police and or social services and follow their instructions. A note will be left on the door for the parent regarding the situation and a phone number to call. **Under NO circumstances will staff transport a child.**

### *Sources of Emergency Medical Care (911) or Designated Medical Source*

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**FIRE – 911**

**Emergency Squad – 911**

**Police – 911**

**Poison Control Center – 1-800-222-1222**

**Local Hospital – (Mayo Clinic) 284-2511**

**St. Mary's Emergency Room – 255-5591**

**MN Licensing Dept – 651-296-3971**

## **Olmsted Public Health Nurse – 285-8370**

### *Accidents, Injuries, and Incidents Involving a Child Enrolled at the Center*

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An accident report form must be completed by the staff person responsible for the child's particular classroom or the staff person who observed the injury or incident. The report form should be checked by a management person to ensure that the report is completed fully, signed by the person completing the form, and signed by the parent on the same day as the occurrence. The report form will include the following:

- \*Name and age of the person (s) involved;
- \*Date of the accident, injury, or incident;
- \*Place of the accident, injury, or incident;
- \*Type of injury;
- \*Action take by staff persons (s); and
- \*To whom the accident, injury, or incident was reported.

### *Mandating an Annual Analysis of Accident, Injury, and Incident Records and Modification of the Program's Policies Based on the Analysis*

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Management reviews and analyses all accident, injury, and incident reports annually and ensures that modifications are made accordingly to correct the issues. Management will also step in if we notice a reoccurring situation throughout the year.

### *DHS Telephone Number*

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Department of Human Services (DHS), Division of Licensing telephone number (651) 296-3971.

Reviewed by RMLB 5/14/09