**MEDICAL EMERGENCY PROTOCOL**

It is important in situations where a child or staff member is injured to…

* Stay calm
* Check the Area for Safety
* Call 911 – while other staff keep children clear of the area and tend to their needs.
* Care for victim until Emergency Services Arrive (Refer to Emergency Medical Charts, if needed)
* Classroom personnel will call parent.
* Call Management (Coburn 795-4040 ext. 0) to inform them of the incident or use pager number after office hours.
* Staff will accompany child to hospital, if possible.
* Complete Incident Report in Child Plus when able, and notify Comprehensive Services Director Olivia S. Scott