



Royal Kids Preschool

Accident or Illness

Staff at the Royal Kids Preschool primary concern is the safety and well-being for all children. All staff are familiar with all procedures involved in handling with illness or accident ensuring appropriate level of care for all children. At least one staff has current First Aid and CPR certifications and is always present at the preschool. Adequate first-aid supplies are available and readily accessible.

Emergency contact numbers for the following will be readily accessible.

- Health Link **811**
- Emergency (Ambulance) **911**
- Poison Control **403-944-1414**
- Child Abuse Hotline **1-800-387-KIDS (5437)**
- Alberta Children's Hospital **403-955-7211**
- Foothills Hospital **403-944-1110**

Guiding Procedures

If an accident or onset of serious illness occurs, staff will:

- Assess the situation appropriately with care.
- Perform first aid assistance if needed.
- Initiate appropriate first-aid treatment if deemed necessary.
- If unsure about the appropriate course of action for health related concerns, call **811**.
- If in need for immediate medical assistance, call **911**.
- In cases of poisoning, call Poison Control Centre **403-944-1414**.
- If a child needs to be transported to the nearest hospital, a staff must accompany the child bringing the portable emergency contact information.
- Back-up parent volunteers will be notified to come immediately on-site to help meet the staff to child ratio.
- Staff **MUST NOT** provide any consent for medical treatment or procedures.
- Staff will notify parent/guardian immediately and will remain with the child until parent/guardian arrives.

If a child is showing the following symptoms:

- Fever (temperature over 38C or 100F), or severe cold with cough, or acute symptoms, vomiting, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes and pink eyes the child will be quarantined with a staff at the indoor play area/gym.
- Staff will notify the child's parent/guardian for pick-up.
- Staff will ensure supervised care for the child in a separate space from other children until the child is picked up.
- Parents/Guardians will be advised to keep the child at home until condition improves and is symptoms free for at least 24 hours or taken to the doctor for check-up.

Incident Reports are initiated, tracked, and stored within the Brightwheel system. **Each incident report will be sent to parent/guardian real-time.** Reviews of occurrence through Brightwheel reporting system will be done on a yearly basis. Analysis to identify trends and issues will be done monthly and



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summarized using the *Incident Reporting and Annual Summary Analysis Report* to be sent to the Regional Childcare office.

Back-up Parent Volunteers

1. James R. Dagel

Revision History

| Date | Version | Classification | Description | Author Initials |
|-----------|---------|----------------|---|-----------------|
| Sept 2017 | 1.0 | Major | Initial release | AM |
| Dec 2017 | 1.1 | Minor | Added description of how parents will be notified in the case of an accident or serious illness involving a child, ensuring the license holder must ensure that the child's parents/guardians are notified immediately. | AM |
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