Friendly House Children's Programs
Plan for First Aid and Emergency Care

I. Trained Personnel

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II. Emergency Aid Receiving Areas

The First Aid area is at the Reception Desk on the main floor and in the Friendly House Preschool office on the second floor.

III. First Aid Equipment and Supplies Location

First Aid kits and flashlights are available in both the Reception Area and the Friendly House Preschool office in the Crawford Building. They are also First Aid kits in the West Room, Arts and Crafts Room, and Garden Room - a Red Cross indicates their location. Cots to rest on are available in the closets of the West Room and the Arts and Crafts Room.

IV. Medical Facilities close to Friendly House

In a life-threatening situation, Friendly House Children's Programs will transport child to the closet medical treatment facility. In a situation that is not life-threatening, we will follow parent/guardian's instructions on their registration form.

Good Samaritan Hospital 1015 NW 22nd Ave. 97229

V. Emergency Vehicle Service

Ambulance Service	911
Police Department	911
Fire Department	911
Poison Control	1-800-222-1222

VI. Friendly House Children's Programs First Aid and Emergency Procedures

A. Major Injuries

Serious bleeding, unconsciousness, breathing difficulty, shock, head of neck injury, broken bones…

1. Apply emergency treatment immediately and have emergency vehicle called.
2. **DO NOT MOVE THE VICTIM.** Call or send runners to alert and get help from additional FH After School staff (staff will take emergency equipment to the scene of the accident.)
3. Clear other students away from the area.
4. Refer to Emergency First Aid Handbook located with First Aid Kit.
5. Notify parent or authorized persons on the child's emergency authorization form immediately.
6. Staff person that gave first aid should accompany victim in ambulance.

B. Minor Injuries/ Illness

1. Provide appropriate first aid for minor injuries, such as cleaning wound with soap and water, applying bandage if necessary.
2. Notify parent or authorized persons of minor injuries or illness on the day of occurrence.

C. Accident Reports

1. All accidents, which require rendering of first aid, must be reported on an Accident Report form within 24 hours of the accident.
2. Staff that had supervisory responsibility for the victim must fill out accident Report.
3. Accident Reports forms are located in individual classrooms and in Friendly House Preschool Office.

D. Health and Safety (Childcare Division Regulations)

1. Each child shall be inspected daily for signs of communicable disease or other illness.
2. Children who are ill shall not be accepted in the program, and parents shall be advised of this.
3. If a child becomes ill during the day, s/he shall be isolated and the parent shall be notified to pick up the child immediately.
4. Friendly House Children's Programs may administer medication to children under the following conditions:
    a. For prescription medications, there must be written permission to administer medication from the parent, and it must be administered in accordance with a physician's current orders.
    b. For non-prescription medications, the parent's written instruction must include the name of the medication, the conditions under which it may be administered, the dosage and frequency of administration.
    c. There shall be written record maintained of medications administered, listing as a minimum the name of the child, the name of the person administering the medication, date, time, dosage given, and reason for administering the medication.
    d. When permission is given to administer medication "as needed", the parents must be notified that medication was given on the same day it was administered, the amount administered, and the time administered.

Child Abuse

All Friendly House Children's Programs are mandatory reporters and are required to report suspected child abuse.

According to Oregon revised statute 419B.010, "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child shall report or cause a report to be made…"