



# The Co-operative Nursery School of Almonte

## Medical Emergency Procedures

The Co-operative Nursery School of Almonte Inc. requires clear concise procedures for dealing with medical emergencies. This is to ensure that prompt and appropriate attention happens for all children during a medical emergency.

This procedure will cover all medical emergencies that do not require more than basic first aid, during Nursery School hours or fieldtrips. Such as but will not be limited to:

1. Trauma
2. Allergic reactions
3. Chocking
4. Unconsciousness of either students or adults in the Nursery School

## Roles and Responsibilities

1. Director- the Director must be made aware of all medical conditions affecting any student in the school and will speak to the child's parent(s)/caregiver(s) to seek additional information regarding life threatening allergies, non-life threatening food/ environmental allergies, and/or special medical needs. The Directors will share all medical information with employees, parents/caregivers, volunteers and placement students involved in the program. All employees will have Standard First Aid and CPR certification.
2. The director and employees will work together in the case of any medical emergency and may provide instruction to additional adults on premise such as parent volunteers or placement students. The director or employee on site will deal with the responsibility of the child who has been affected with the emergency. All medical emergencies will be documented and the parents/caregiver will be notified of the emergency accordingly.
3. The director and/or employee will always have access to a phone during school hours and offside on fieldtrips.
4. In the event that one of the employees, volunteers or placement student requires first aid an employee who is unaffected will provide basic first aid. If needed an adult will be directed to call 911 to request assistance. One employee, volunteer or placement student will supervise students in the program and ensure they are in a safe place.
5. Should a medical emergency require the child to be picked up the parent/caregiver will be notified. If all children in the program are required to be picked up the parent/caregiver in charge of the Telephone Tree will be notified to contact all parents/caregivers. The Director, employees, and any volunteers or placement students will provide emergency contact information to the school and will be kept on file and brought off-site to field trips along with all students emergency contact information registered in the program.