

# **EMERGENCY GUIDELINES**

**Ambulance/Police**

**911**

**Poison Control**

**1-800-222-1222**

## **ACUTE EMERGENCY SITUATIONS**

**Take appropriate First Aid measures while the Director or another adult contacts the office or person in charge who will seek the appropriate medical attention and emergency care in the absence of the parent. (Do not move the child if they have fallen).**

**911 will be dialed to obtain an ambulance. If you must call, state clearly:**

**Your name**

**The address and phone number**

**Answer any questions you may be asked**

**DO NOT HANG UP UNTIL TOLD TO.**

**\*Send copy of the Emergency Medical Information form with the child.**

**\*The designated person, contact the parents of the child and calmly tell them of the child's condition and name of hospital they have been sent to.**

**\*Director must be notified and be the Designated person if possible.**

**\*Complete an Accident Report Form immediately following and place it in the Director's box.**

**Our address is: 29706 FM 1093 in Fulshear**

**Phone number is: 281-533-0750**

## **MEDICAL ATTENTION NEEDED NOT ACUTE SITUATION**

**\*Take appropriate First Aid measures then contact the director or the office.**

**\*The Director will contact the parents or if you are the designated person, call the parents and tell them of the situation.**

## **MINOR EMERGENCY OR ILLNESS**

**\*When a child is injured (scrape, cut, bang, bite etc) take appropriate First Aid measures.**

**First Aid kits can be found in the classrooms and also in the office. If a second opinion is needed, bring the child to the office. Complete an accident report to be sent to the parents and one for the office to be placed in the Director's box. The office should be notified if there is any injury to the face or head, or if the child is bitten another child.**

**\* The office will inform one of the parents.**

**If the child becomes ill or appears ill, bring the child to office to have his temperature taken.**

**\*The office will contact the parents to pick up the child and will keep child isolated from other children until the parents arrive to pick up child.**