

# Emergency and Accident Policy

## I. IN CASE OF AN ACCIDENT:

- A. One teacher will administer to the child as necessary.
- B. A second teacher will call:
  - 1. the parent/guardian or
  - 2. the emergency numbers on general information sheets, if the parent or guardian cannot be reached), or
  - 3. call 911 if the situation necessitates. The source of emergency medical care is the Fairview Lakes Hospital in Wyoming unless stated otherwise on the child's records.
- C. A substitute teacher will be called to help with the class.
- D. A teacher will stay in the classroom and a teacher will stay with the child until a parent or emergency personnel arrive. In the event a situation necessitates emergency transportation and a parent cannot be reached, a teacher will go with the child.
- E. A detailed accident report will be filed. It will contain the name and age of the persons involved, date and place of the accident, injury or incident, type of injury, action taken by staff, and to whom the accident, injury or incident was reported.
- F. Sunshine Preschool staff will review accident reports semiannually and modify policies based on the analysis.

## II. SAFETY RULES TO AVOID INJURIES, BURNS, POISONS, CHOKING AND SUFFOCATION:

- A. Running will be allowed only during supervised physical activities.
- B. There will be supervision by the staff in the room at all times.
- C. There will be no matches, open flames, or unsupervised hot plates, etc., in the classroom.
- D. There will be no poisonous materials in the classroom.
- E. All toys and furniture are safety approved to avoid choking and suffocation. The staff will do daily checks of the facility that is used by the children and surrounding areas including bathrooms and hallway to ensure children's safety. The preschool is not responsible for traffic and pedestrian accidents.

### III. SAFETY RULES TO AVOID TRAFFIC AND PEDESTRIAN ACCIDENTS:

- A. Parents must supervise their children at all times in parking areas.
- B. Parents will escort their children to and from the classroom at arrival and departure times.
- C. Children must be accompanied by an adult whenever they leave the building.
- D. Children must be supervised by an adult when using the outdoor play areas.

### IV. IN CASE OF FIRE:

- A. All children and staff will use the nearest emergency exit and proceed to the south parking area.
- B. One teacher will check bathrooms and close the doors.
- C. Another teacher will take a head count to assure all are present.
- D. If we are unable to utilize our primary exits, secondary exits will be used.
- E. Call the fire department - 911.
- F. Area of fire will be contained as much as possible.
- G. If the building cannot be reentered, the children will be walked to the home of Jim & Karen Christianson at 9404 Jewel Ave.
- H. Monthly fire drills will be held and a log of drill times and dates will be recorded. Staff has been trained in the preschool's fire drill procedure. Training of staff persons will be done monthly along with fire drills.

#### FIRE EXTINGUISHER PROCEDURE:

**Pull** the pin. You may need to release a lock, latch or press a puncture level first.

**Aim** the nozzle, horn or hose.

**Squeeze** or press the handle.

**Sweep** from side to side of the fire until it goes out.

**V. IN CASE OF TORNADO WARNING:**

- A. Children will proceed to the storage room in the lower level of the church building adjacent to the Great Hall.
- B. A tornado log will be kept with times and dates showing when drills were held.

**VI. IN CASE OF SEVERE WINTER WEATHER:**

- A. A staff member will remain with the children until parents pick them up.

**If Forest Lake School District # 831 cancels school, we will be closed.**

Radio stations WCCO (8:30 AM) and WLKX (95.5 FM) and local television news channels cover all area school closings and late starts.

**There will be no morning session if there is a late school start.**

**VII. IN CASE OF POWER FAILURE:**

- A. We would notify EXCEL ((651-454-0002).
- B. Should EXCEL indicate that the power will not return for a long period, parents/guardians will be called to pick up their children.
- C. Should a power failure occur late in a session, and we can continue without any danger, we will complete the session as usual.

**VII. IN CASE OF MISSING PERSON:**

- A. Church secretary or pastor will be called to the classroom and staff person will begin to look for child.
- B. Parent/guardian will be called.
- C. Emergency numbers will be called if parent/guardian cannot be contacted.
- D. The police will be called (911).

## **VIII. SAFETY ISSUES:**

- A. A child will not be allowed to leave with an unauthorized person or a person who is incapacitated or suspected of abuse. The staff will keep the child in the classroom until an authorized person can be reached. Staff will refer to child's records for this information.
- B. If no one comes to pick up the child, the staff will call the authorized people listed in the child's records. The staff member will wait with the child.

## **IX. IN CASE OF INTRUDER:**

- A. Our staff has been trained in lockdown procedures.
- B. Due to the age of our students we will not practice this procedure.

Dr. Doug Sill is our Health Consultant. He reviews Sunshine's health policies and practices. A copy of his letter is in the administrative records.