

# Health Module 3

---

## **Center Accident Report, Dental Emergency First Aid, Procedures for a severely injured child, and Emergency Numbers**

---



### **CENTER ACCIDENT REPORT**

#### **POLICY**

The Center Accident Report is used to report any accident (severe or non-severe) that occurs either at HEAD START centers or HEAD START sponsored activities. The Teacher in charge of the child usually fills out this form during the time of injury. When a minor accident occurs in the centers, Teachers should:

- a) Fill out an Accident Report Form
- b) Notify the parent/guardian about the accident.
- c) Distribute the completed Center Accident Report Form to the following staff:
  - ✓ **White Copy - Child's Health Folder**
  - ✓ **Pink Copy - Parent/Guardian**
  - ✓ **Yellow copy - Site Manager**
- d) Health staff should ensure that copy of the report is fax to the Human
- e) A situation may be declared an emergency. **When in doubt err on the side of the child and call 911.**
- f) In the event that the ambulance is called, implement the emergency procedure.

#### **PROCEDURE**

##### **Fill the form out completely with the following information**

- a. Fill in the Center's name.
- b. Fill in child's name (first, middle, last)
- c. Fill in birth date (month, day, year)
- d. Fill in age
- e. Fill in Social Security Number (obtained from Social Services Form)
- f. Fill in parent(s) or guardian(s) name, address (street number, street name, city, state, zip) and telephone number including area code.
- g. **DESCRIPTION OF ACCIDENT**

- h. Fill out, in the appropriate spaces, the date, time, location and nature of injury. **BE VERY SPECIFIC & DETAILED.**  
OTHER CHILDREN/ADULTS INVOLVED? YES ( ) NO ( )
- i. Check off the appropriate answer. If “Yes”, write a detailed explanation.
- j. **PERSONS CONTACTED REGARDING INJURY**
- k. Check off the appropriate answer(s). Write the full name (first and last) including a contact number for that person.\***NEED TO BE SUBMITTED TO THE HEALTH CONTENT OFFICE IF AN AMBULANCE IS CALLED.**  
**MEDICAL SERVICES PROVIDED (FIRST AID, AMBULANCE, HOSPITAL)** Write in the specific services the child received.
- l. Have teacher or person in charge the child at the time of injury date.
- m. Sign the Center Accident Form.
- n. Have Site Manager/Coordinator date and sign the Center Accident Form.

**IF THE CHILD IS TREATED FOR DENTAL EMERGENCY THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED:**

**DENTAL EMERGENCY FIRST AID**

**THE DENTAL EMERGENCY FIRST AID FORM SHOULD BE:**

- a) Posted at each Center in the following locations:  
Main Bulletin Board + Each Classroom  
*Or*  
Site Coordinator/ + Each Classroom  
Site Manager’s Office
- b) Posted in a location visible to all HEAD START staff, parents and volunteers.
- c) Posted in English, Spanish and Vietnamese.
- d) Read thoroughly by HEAD START staff at the beginning of the school year (August) and checked periodically to ensure comprehension.
- d) Filled out so that the name, address and telephone number of the dentist who provides dental services is legible.

**2) IN THE EVENT OF A DENTAL EMERGENCY:**

- a) The Site Coordinator/Manager should notify the Health Specialist and the Health Assistant responsible for that Center immediately.
- b) The parent(s) or guardian(s) needs to be notified immediately.
- c) The child’s complete folder, as well as the insurance claim form needs to be taken to the dentist’s office.
- d) If the emergency is severe and requires immediate attention, the Site Coordinator/Manager or designated HEAD START staff member needs to transport the child to the dentist’s office. In addition, the child’s complete folder, as well as the insurance claim form, needs to be taken to the dentist’s office.

- e) The Health Specialist/Health Assistant will meet all parties involved at the dentist's office.

### **DENTAL EMERGENCY FIRST AID FORM**

IN THE EVENT OF AN ACCIDENT INVOLVING THE TONGUE, LIPS, CHEEK OR TEETH: ATTEMPT TO CALM THE CHILD. ALL INCIDENTS SHOULD BE HANDLED QUICKLY AND CALMLY; A HYSTERICAL CHILD IS LIKELY TO COMPLICATE THE TREATMENT AND CAUSE FURTHER TRAUMA.

- A. Wearing latex gloves, check for bleeding. If the child is bleeding:
- Stop bleeding by applying pressure to the area.
  - Wash the area with clean, cool water.
  - Place instant cold pack (or ice in a clean cloth) on the injured area, to reduce swelling.
- B. If tooth is knocked out, fractured, chipped, broken, or loose:
- Calm the child.
  - If injured area is dirty, wash gently with clean, cool water.
  - Place instant cold pack (or ice in a clean cloth) on the injured area, to reduce swelling.
  - Wrap tooth in damp cloth or gauze do not clean.
  - Take child and wrapped tooth to dentist immediately.
- C. If teeth are loosened in an accident:
- Rinse out the child's mouth with clean, cool water.
  - Do not attempt to move the teeth or jaw.
  - Take the child to the dentist immediately.
- D. If tooth is knocked into the gums.
- Do not attempt to free or pull on the tooth.
  - Rinse out the child's mouth with clean, cool water.
  - Take the child to the dentist immediately.
- E. If the tongue, cheeks or lips are injured:
- Rinse affected area with clean, cool water.
  - Place instant cold pack (or ice in a clean cloth) on the injured area, to reduce swelling.
  - Take the child to the dentist or a physician if bleeding continues or if wound is large.
- F. In the event of any soft tissue injury, as in the case where the tongue or lips become stuck to an object and the tissue tears:
- Cover the affected area with gauze.
  - Stop the bleeding by direct pressure with latex gloved hands.
  - Take the child to the dentist or a physician.
  - If tooth is knocked out wrap it in a damp paper towel and take it with the child to the dentist.

DENTIST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**IF THE CHILD IS NEEDING TREATMENT FOR MEDICAL EMERGENCY THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED:**

**D) EMERGENCY ACCIDENT PROCEDURES**

**DEFINITION**

Emergencies are defined as conditions that require immediate intervention, which may result in serious disability, loss of limb, or death if immediate care is not given. The decision to call an ambulance involves experience and/or judgment. **When in doubt err on the side of the child and call 911.**

There will be occasions when a situation may be declared as a medical emergency. Medical emergency will be handled in a way that will provide a quick and safe response. Head Start staff will implement the emergency procedure when indicated. The following steps should be implemented:

**PROCEDURE**

- 1) All staff will receive training by the Health Specialist/Teaching Module (annually) regarding emergency situations.
- 2) Emergency Accident policy Procedures should be posted at each center in the following locations: main bulletin board or site manager's office, and in each classroom.
- 3) In centers that have a high population of Hispanics or Asians, Emergency Accident Procedures should be posted in both languages in the classroom
- 4) Teachers will fill out the accident report and file as previously discussed.
- 5) The notebook with the health history and Service Permission Form should accompany the child if the child is transported to an emergency room or clinic.
- 6) A Health Service Risk (HRS) insurance form should be sent if the child has no medical insurance.
- 7) Health Staff will fax a copy of the Accident Report form and the insurance form to the Human Resource Director ASAP
- 8) Health Staff will fax a copy of the Accident Report and the Insurance form to the Health Content office ASAP
- 9) Health Staff will fax the Insurance form to the company ASAP.

- 10) If the child is unable to return to the center, the Family Advocates and Health staff should follow-up with the family (within 3 days) and document the information in the family contact log.

**HEAD START STAFF WILL ADHERE TO THE FOLLOWING PROCEDURES FOR SEVERELY INJURED CHILD (REN) OR CHILD WITH MINOR INJURIES AT HEAD START CENTERS AND/OR HEAD START SPONSORED ACTIVITIES.**

**BASIC EMERGENCY ACTION PLAN (ARC First Aid Plan)**

- 1) Survey the Scene
- 2) A primary survey of the person
- 3) Contact the Emergency Medical Services System for Help
- 4) A Secondary Survey

**EMERGENCY ACCIDENT PROCEDURES FORM**

*Posted in the class rooms*

**I. PROCEDURES FOR A SEVERELY INJURED CHILD**

- a) Someone trained in First Aid/CPR should remain with the child.
- b) Do not remove the Child if there is possible broken bone, neck or back injury.
- c) Cover the child with a blanket to prevent shock.
- d) Keep the child quiet and calm.
- e) Apply direct pressure-to-pressure points or to bleeding area with latex- gloved hands.
- f) Perform CPR if necessary.

**II. ANOTHER PERSON SHOULD PERFORM THE FOLLOWING:**

- a) Another HEAD START staff should telephone an Emergency Ambulance when indicated (911)
- b) Notify the Health Specialist/Assistant responsible for that center.
- c) Notify the child's parent or guardian of the emergency. Instruct parent/guardian to meet the child at the emergency room or clinic.
- d) Instruct the Paramedic to transport the child to the nearest hospital in the area.

HOSPITAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

- e) Take the child's Notebook and Insurance Claim Form to the Emergency room or clinic.
- f) If parent/guardian or emergency contact person(s) is not available, then use the Services Permission Form for authorization for the child to receive emergency medical attention.
- g) Notify the Associate Head Start Director for any major emergency.

h) Notify the Health Coordinator for any major emergency

**III. FOR MINOR INCIDENTS OCCURRING AT THE HEAD START CENTER OR HEAD START'S SPONSORED ACTIVITY, FOLLOW THESE PROCEDURES:**

- a) Notify the Parent/Guardian about the accident
- b) Complete the Center Accident report form in Triplicate.
  - ✓ White Copy - Child's Health Folder
  - ✓ Pink Copy - Parent/Guardian
  - ✓ Yellow copy - Site manager



**EMERGENCY NUMBERS**

A list of emergency care facilities and provider telephone numbers will be posted at recognized locations such as at each telephone station, main bulletin board and site manager office in the. Health Specialist will ensure that all centers have the emergent telephone numbers at the beginning of each year. The following is the list of numbers for EMERGENCY NUMBERS.

<b>EMERGENCY MEDICAL SERVICES</b>	<b>911</b>
<b>LAW ENFORCEMENT</b>	<b>911</b>
<b>FIRE DEPARTMENT</b>	<b>911</b>
<b>POISON CONTROL</b>	<b>1-800-764-7661</b>
<b>CHILD ABUSE HOTLINE</b>	<b>1-800-252-5400</b>
<b>CHILD-CARE LICENSING OFFICE</b>	<b>214-583-4253</b>

**QUIZ**

- 1) Which information is not needed for filling out a center accident report?
  - a)  Center's name
  - b)  Child's name
  - c)  Birth date of person filling form out
  - d)  Birth date of the child
- 2) In case of a dental emergency, where should the child go?
  - a)  Home
  - b)  Nowhere
  - c)  Dentist office
- 3)  TRUE  FALSE The emergency numbers should be posted in each classroom.
- 4) What form is filled out once an accident has occurred with a child?
  - a)  Center Check-In Procedure form
  - b)  Center Accident Report
  - c)  Employee Accident form