

**CENTRAL EGLINTON CHILDREN'S CENTRE
MEDICAL TREATMENT**

Date Policy and Procedures Established: July 26, 2022

Date Policy and Procedures Updated: February 27, 2024

EMERGENCY MEDICAL TREATMENT PROCEDURES

CECC's employees are trained in Standard First Aid/CPR every three years.

In the event of a medical emergency involving a child or adult, the teachers will assess the situation and follow the subsequent procedures:

- The teachers will ensure the children not involved are safe and supervised. If needed the children will be removed from the immediate area
- Any injuries will be treated with first aid by CECC teachers. These procedures use best practices such as hand hygiene, glove use, safe disposal of materials. First aid kits are kept with the emergency backpacks and in the designated First Aid cupboards in each classroom.
- Minor Accident - staff will treat the injury and complete an "Injury Report" for parents to see and sign at pick-up time. The report will be kept on file to track patterns, and areas that may need attention. Staff will record the name of the child, date, type of injury in the daily log book.

If a staff member has a minor accident, the directors will be notified and administer first aid. A staff witness will be responsible for completing the "Injury Report."

- Suspected Head Injury - even if it is considered minor, CECC's staff will contact parents/guardians. An "Injury Report" will be completed for them to see and sign at pick up time. Staff will record the name of the child, date, type of injury in the daily log book.
- Serious Accident – Parents/guardians will be informed immediately, if they cannot be contacted then CECC will contact the child's emergency contacts.

If required, a CECC employee, by foot or taxi, may escort the child to the nearest hospital or medical centre. The child may have to be transported to a hospital by ambulance. Parents/guardians will be asked to meet the child and the employee at the emergency medical centre. As we are no longer able to keep a child's health card number on file, in accordance with the *Personal Health Information Protection Act, 2004*, we may be required to *pay for treatment*. The employee may use their credit card but will be immediately reimbursed by CECC. Parents/guardians will be required to reimburse CECC in full.

An "Injury Report" will be completed for parents/guardians to see and sign. A copy will be kept on file to track patterns, and areas that may need attention.

CECC will report any life-threatening injuries to the Ministry of Education (CCLS) as a Serious Occurrence.

If an employee, student teacher or volunteer is seriously injured, CECC will follow the Workplace Health and Safety Policy.

- All copies of accident reports will be reviewed by CECC's Joint Health and Safety Committee.

Injury Report includes:

Child's Name, DOB, Date and Time of Injury, location, type of injury, treatment, witness(es), who was contacted, follow-up.

