

First Aid and Incident Reports

Anytime a child is injured with any sort of mark, big or small, the parent should be notified right away. The parent should also be notified if an incident occurred and no mark was left because bruises may appear after the fact. A Kids Staff Member should fill out an incident report for all of these situations. The child's parent should be paged immediately and a Kids Staff Member should have the conversation with the parent.

If one child maliciously hurts another child the following steps should be taken:

- A Kids Staff Member should immediately be called to help assess the situation.
- Attend to the injured child. Page the parent immediately and radio the Safety Team if medical assistance is needed. When talking to the family do not identify the child who caused the injury. If possible, keep the child who caused the injury out of the area completely.
- A Kids Staff Member should complete an incident report documenting the situation, even if the injured child recovers quickly and/or does not have a mark.
- If the child who caused the injury seems likely to do it again, he/she may be removed from the room. This decision should be made after the Kids Staff Member assesses the situation and answers: Was the injury violent and aggressive or is it a coachable opportunity?
 - If the action that caused the injury is not coachable, or it was a bite, the child who caused the injury needs to be removed from the room immediately. The parent will need to be paged and the child may not return until the following weekend. Be sure to communicate to the family with care and compassion. Offer helpful suggestions if they seem open to it.
 - If the action that caused the injury is coachable, the child may remain in the room. The room volunteers should be extra vigilant to prevent future injuries. A Kids Staff Member should explain the situation to the parent when they come for pick up.
 - If the child is a repeat offender, the Kids Staff should discuss options for serving that child best in the future (Ex. Pairing them with a Special Friend).