

## **EAST AURORA COMMUNITY NURSERY EMERGENCY PROCEDURES**

Below is a summary of emergency procedures. If there are questions regarding these procedures, please do not hesitate to contact us for any reason. Our primary focus is to keep your children safe.

### **EMERGENCY ILLNESS OR INJURY**

1. The teacher (or other designated staff member) will assess the full extent of the injury (or illness);
2. If injury (or illness) has been determined to be an emergency:
  - a) The Nurse and/or Supervising Staff immediately attends to the child's need;
  - b) The front desk will immediately contact 911 and the Fisher Price Emergency Services; and then contact the parent;
  - c) The staff member will immediately remove all other children from the area.
  - d) The child will be transported by ambulance and escorted by a supervising staff member with the emergency "Blue Card" to the designated hospital. (If the parent is unable to escort the child.)

### **SEIZURE PROTOCOL**

Seizures are sudden, temporary changes in physical movement cause by abnormal electrical impulses in the brain.

#### **We will call 911 if:**

- It is a first-time seizure;
- Seizure lasts more than 5 min;
- Another seizure starts shortly after first one ends;

### **CONCUSSION PROTOCOL**

What is a concussion:

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to a mild bump to the head can be serious.

After a head bump at EACN:

- A call goes to Nurse, Karie or Mary Jo
- Look for mark or bump on child
- Apply Ice
- Call goes home to parent

A parent will receive another call if one of the following happens:

- Dizziness
- Headache
- Trouble concentrating
- Parent will need to contact their MD

Call 911 (Per American Academy of Pediatrics)

- Loss of consciousness (knocked out)
- Blurred vision
- Trouble walking
- Confusion or saying things that don't make sense
- Unresponsive (can't be woken up)
- Vomiting, or nausea, convulsions or seizures
- Pupils unequal

In an Infant:

- Will not stop crying and cannot be consoled
- Will not nurse or eat

Symptoms may show up right away but could be days later.

If child has been determined to have a concussion, do not allow child to watch TV, Tablet, Phone, as these over-stimulate the brain. This is not cut and dried, as every head bump is not the same and every head bump does not result in a concussion.

#### **MINOR INJURIES OR INCIDENTS:**

1. The Teacher (or other designated staff member) will assess the full extent of the injury/illness. ***The Nurse or Administrative Staff MUST be advised of the following:***
  - a. labored breathing
  - b. *any* bite from another child
  - c. a significant cut
  - d. *all* bumps to the head (even if there is no visible mark)
  - e. anything out of the norm that a staff member is concerned about or that may warrant a visit to the doctor.
2. After injury has been assessed, the child will be treated accordingly; and
3. An incident report will be completed, provided to the Parents and a copy kept on file.
4. A Parent must be contacted by the Nurse or Administrative Staff when any of the above-mentioned occurs. If the Nurse and/or Administrative Staff are not available, the front desk will contact the Parent.

#### **Nursemaid's Elbow**

What is Nursemaid's Elbow?

Nursemaid's Elbow is an injury that happens in younger children because their ligaments are loose, and bones are not yet fully formed. This makes it easier for some of the bones to slip in and out of place. There may be initial pain in the arm, the injury does not cause any long-term damage. It requires a visit to the MD office or ER to be professionally slipped back into place.

The child with Nursemaid's Elbow will probably not look injured because the Nursemaid's does not cause the arm to look deformed.

Be mindful of the risks and do not swing, jerk or tug on the child's hand or arms.

**RELEASE OF A CHILD:** When a Parent picks up the child, be sure the Teacher knows that he/she is leaving. You must sign your child out at the front desk. (This procedure is for your child's protection). If someone other than a Parent is to pick-up your child, you must notify us in advance by completing the Pick-Up Authorization form (available at the Front Desk or in the Classroom). We will require a form of photo-ID before releasing your child. Please remember that the center closes at 6:00 pm. We expect that all parents and children will have left the building by that time.

**EMERGENCY CLOSINGS DUE TO WEATHER/SNOW OR BLIZZARD WARNING:** EACN will close only if there is a driving ban in the Village or if conditions are extreme enough to cause concern for the safety of the children and staff. We remain open even if the East Aurora school district closes, but will close if Fisher-Price closes. If EACN closes, the closing will be posted on Ch. 2WGRZ, Ch.4 WIVB, and Ch.7 WKBW and WBEN 930 am radio. If snow/blizzard warning develops during the hours of operation, administrative personnel will notify staff to standby for instructions in case the Center must close. The Director will consult with the Director of Facilities of Fisher-Price in order to make the best decision for the safety of the families. If the decision is made to close the Center early, parents will be contacted, by phone and/or by e-mail, to pick-up their children.

**EMERGENCY PROTOCOL FOR OTHER WEATHER RELATED EMERGENCIES:** Administrative personnel will direct staff to safe areas in the building, away from windows in case of severe weather (i.e. Tornado). Administrative staff will monitor and give the ALL CLEAR when such a threat has expired.

**EVACUATION PROCEDURES AND FIRE DRILLS:** Fire drills are scheduled and practiced once per month in cooperation with the Fisher-Price Facilities Manager, as required by New York State. The drills are recorded and reported to the NYS Office of Children and Family Services. Evacuation routes are posted in each classroom. EACN obtains a fire inspection at least annually by local or state fire officials and monthly inspections of the premises are performed. All inspections are documented and maintained by the Director. In the event that we are evacuated and are not able to return to the building, arrangements have been made to bring the children to the Fisher-Price Atrium. If EACN had to re-locate to a different, alternate site, the Director or emergency personnel will guide the groups. Parents will then be notified to pick-up their child/ren when necessary. Teachers have "to-go bags" filled with adequate supplies, which move with them for every fire drill and field trip. Attendance sheets and emergency blue cards also accompany staff. Adequate supplies include diapers, bottles, snacks, blue cards, medication, Epipens, etc. The plan will include directions and instruction on picking up the children.

## **LOCKDOWN/SHELTER IN PLACE PROCEDURES:**

**Two drills will be conducted by EACN each calendar year. For the year 2021-22 drills are planned for October 5, 2021 at 10 am and February 3, 2022 at 3:30 pm. Parents will be notified in advance if these dates change.**

In the event that the building must be secured, the following procedures will be followed:

Administrative Staff will make the announcement, "LOCKDOWN THE BUILDING, REPEAT 3xs "LOCKDOWN THE BUILDING." The panic button will be engaged, alerting Fisher-Price Security, who will immediately call 911. *No one* will be permitted to enter the center through any entrance, including Fisher-Price parents. NYS Office of Children and Family Services and all parents will be notified as soon as the Administrative Staff is clear of immediate responsibilities and all staff and children are safe and accounted for.

A teacher from each room will lock the classroom door, turn off the lights, close the shades and move the children away from any windows and doors. Rooms will be given instructions to evacuate if necessary. *If possible, Administrative staff will provide frequent communication to staff regarding the status of the lockdown and the need for continued cooperation.* The Director will remain in communication with authorities.

If a child is in the hallway, he/she will to be taken into the nearest classroom. If a child is in the Nurse's office or Therapy room, he/she will remain in that location. If a group is on the playground, they will move inside and go to the nearest classroom. Each Lead Teacher will immediately take a count of the number of children and adults and ensure that all children are accounted for. The Director of Business Operations will call each room for that head count.

Administrative staff will move into the Director of Business Operations' office and lock the door. Kitchen Staff will go to Moppets to assist with children. The Nurse will go to the Infant wing to assist if possible.

The Administrative Staff will make sure everyone is accounted for, and safe, before walking room to room to unlock doors and verbally give the All Clear. **NO ONE IS TO UNLOCK OR EXIT THEIR ROOMS.** The police will come through to unlock the doors and announce, "All Clear".

Children will be occupied in the classroom with games, books, toys, etc. Supplies will be kept available in case we are required to "Shelter In Place." Adequate food and water, first aid kits, flashlights with extra batteries, diapers, formula, and cell phones will be kept in each classroom in the event of an emergency.