

# Kids Are First Emergency Operation Plan

25 East Church Street  
Sellersville PA 18960  
215-260-3212  
Updated September 2, 2020

A handwritten signature in black ink, appearing to read "K. Lee".

8/31/2022

Dear \_\_\_\_\_ Families,

This letter is to assure you of our concern for the safety and welfare of children attending our \_\_\_\_\_. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions.

**Evacuation/ Emergency Procedures:**

**\*In the event of an emergency the hallways will be the place of in place shelter.**

**\*Children will be evacuated to \_\_\_\_\_**

**\*In the event of an emergency parents will be contacted via telephone.**

**\*Parents notified via telephone that emergency has ended and where to pick up their children**

Modified Operation may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that makes it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to KYW News Radio or NBC 10 for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child. The facility principal may provide an alternate phone number to call in an emergency event.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

Sincerely,

\_\_\_\_\_

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# **Basic Emergency Plan (Plan I)**

## **1. Purpose**

- To provide for the protection of children and staff in the event of a natural, technological, or human emergency or disaster.
- To assure coordination and cooperation with municipal and county government and emergency services.

## **2. Situation and Assumptions**

- Kids Are First is located at 25 E. Church Street, Sellersville, Pa. and normally has 90 children and 10-15 staff. Normal operating hours for the facility are 7:00n AM to 6:00 PM Monday – Friday.
- The facility is located in Bucks County whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Bucks County 9-1-1 and be coordinated by the Bucks County Emergency Management Agency.
- The facility may be subject to the following natural disasters and emergencies:

Natural Disasters (flood, winter storm)

Technological Disaster (HAZMAT spill, power outage)

Security Emergencies (intruder, domestic violence)

### **3. Concept of Operations**

- Direction and Control – The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel.
- The facility director will gather and record information necessary to determine appropriate emergency actions.
- In an emergency, the staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well being of the children and staff.
- In the absence of the facility director, the assistant director will take charge. In the event of both the absences, the named replacement will take charge.
- Regular drills on emergency plans, procedures and duties will be conducted to:

Provide training for staff

Develop skills needed for a real emergency

- Accountability

Children will only be released to adults (s) designated by the parent

In case of evacuation, attendance will be taken at the assembly area and upon the arrival at the relocation facility

#### **4. Organization and Responsibilities**

- The Director will:

Be familiar with emergency plans for the township

Determine a course of action to be taken during an emergency, whether to shelter the children in the Gym or evacuate them from the facility

Maintain this plan in a current and usable state

Notify parents to tune to KYW News Radio 1060 for information during the emergency

Ensure that parents are contacted via telephone as soon as reasonably possible when an emergency situation arises, so that they are aware of what is happening to their children

Keep the staff aware of the status of the emergency

Take children's emergency records to the evacuation/relocation site

Contact parents when emergency has passed via telephone

- Staff will

Review and assist in keeping plans and checklist current

Maintain supervision of children until they are released to parents or guardians

Perform special assignments as specified

- Parents are requested to:

Be familiar with plans and procedures for ensuring safety of the children

Provide the facility with means to contact them in an emergency

Tune to KYW 1060 News Radio for information and instructions during an emergency

## **5. Authority and References**

- Office of Children, Youth and Families Bulletin, Commonwealth of Penna, Department of Public Welfare
- Bulletin No. 3001-03-01 Subject Emergency Plan

## **6. Plan Development, Maintenance and Distribution**

- The Executive Board of the facility is responsible for:

The development, execution and maintenance of the emergency plan

Annual review and update of the plan

- Copies of this plan have been given to the Bucks County Emergency Management Agency

## 7. Concurrence with Outside Resources

We have examined this plan and are aware of requirements

Date	Organization	Signature	Date Plan Received	Copy Number

## 8. Report of Changes

Date of change	Signature of Person Making Changes	Date Change Distributed	Summary of change

This plan supersedes all previously emergency plans.

\_\_\_\_\_  
Signature of facility/ owner/operator

\_\_\_\_\_  
Date



# **Emergency Plans and Procedures (Part II)**

## **KIDS ARE FIRST FIRE DRILL PROCEDURE**

Fire 911

Ambulance 911

Police 911

Keep this with your class attendance sheets on a clipboard. A whistle will be attached to each clipboard.

### **Group Teachers**

When you hear a smoke detector or another whistle, blow your whistle. On that signal, help your group to exit the building, close the door behind you taking your clipboard with you. Meet in your assigned place and take attendance.

### **Area Specialists**

Escort students from your area to the appropriate group meeting place when you hear a whistle or smoke detector. Check bathrooms and grab fire extinguishers.

### **School Director**

Help escort children from school to the appropriate group meeting place. Call the fire department from the office or Church office or available telephone. Inform Kathleen M. Boland of the fire incident.

### **Lunch**

If a whistle or smoke detector signal is heard during lunch, the teachers on lunch duty will escort all children out to the playground. The teachers will then take a head count and attendance.

### **Extended Hours**

When you hear a smoke detector or a whistle, blow your whistle and then escort the children from the area you are supervising to exit per below. Call the fire department from the office of Church office in case of a real fire. Call the school Director immediately after.

### **Substitutes**

Carry the class attendance sheet/fire drill clipboard with you at all times if you are substituting for a group teacher. Follow the instructions for group teachers.

### **Fire Exits**

Please check your maps in each of your classrooms.

### **Creative Expression**

1. Exit out the double doors, make a right.
2. Go up the stairs and out the side doors in the foyer.
3. Stand on the concrete walk outside the fenced playground area.
4. Go out window if hallway is blocked.

### **Language Arts**

1. Exit out the right hand door, make a right.
2. Go up the stairs and out the side doors to the playground.
3. Stay inside fenced area (in the event of a real fire, exit out of fenced area to cemetery)
4. Go out window using ladder if hallway is blocked.

### **Science/Math/Social Studies**

1. Exit out the door nearest the stairwell to the playground.
2. Make a left to stairwell.
3. Exit up the stairs and out the doors through the playground area.
4. Stay inside the fenced area (in the event of a real fire, exit out of fenced area to cemetery)
5. Go out the window to playground if hallway is blocked.

## **Gym**

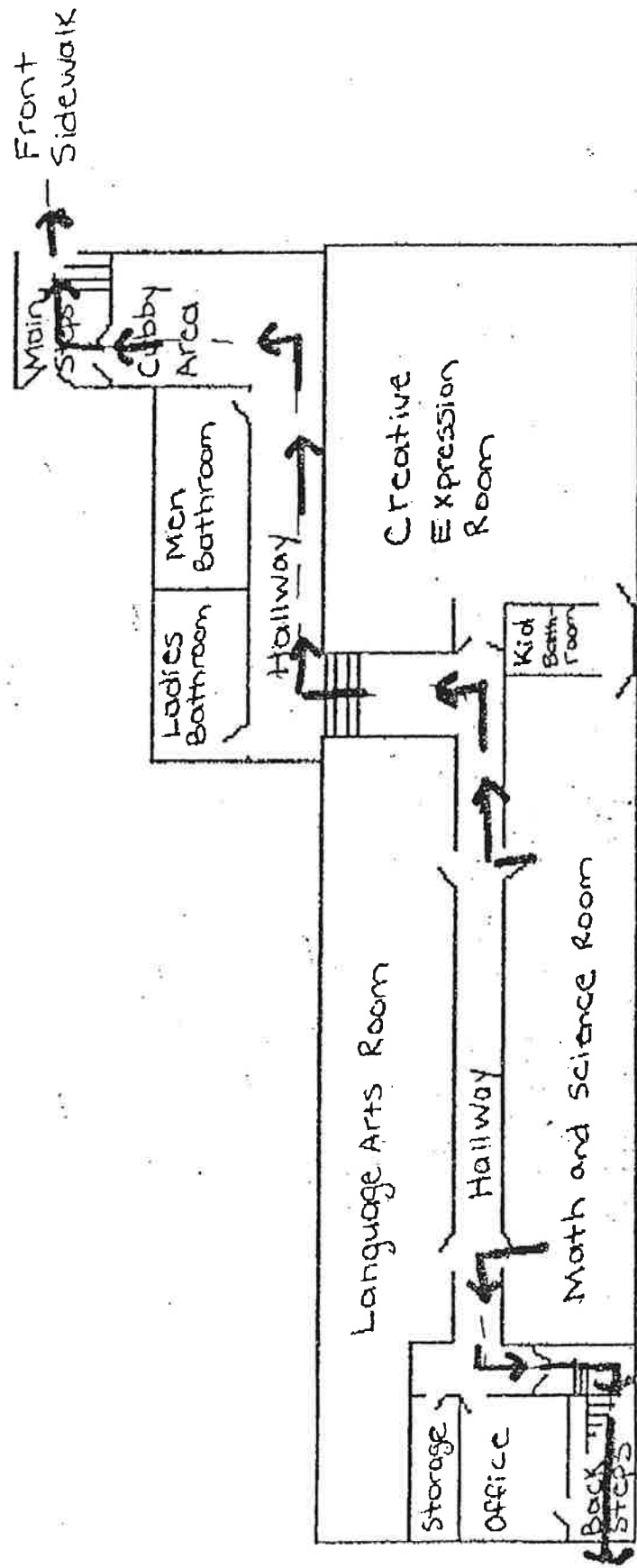
1. Exit out door onto the playground.
2. Stay inside the fenced area (in the event of a real fire, exit out of fenced area to cemetery or by side gate onto sidewalk)
3. Exit out kitchen door to cemetery if hallway is blocked.

## **Emergency Procedure**

In case of emergency call 911. The Director in charge is notified and the staff person attending the child is replaced by the Director. The person attending will accompany the child to emergency care and remain with the child until parent arrives to attend to the child.

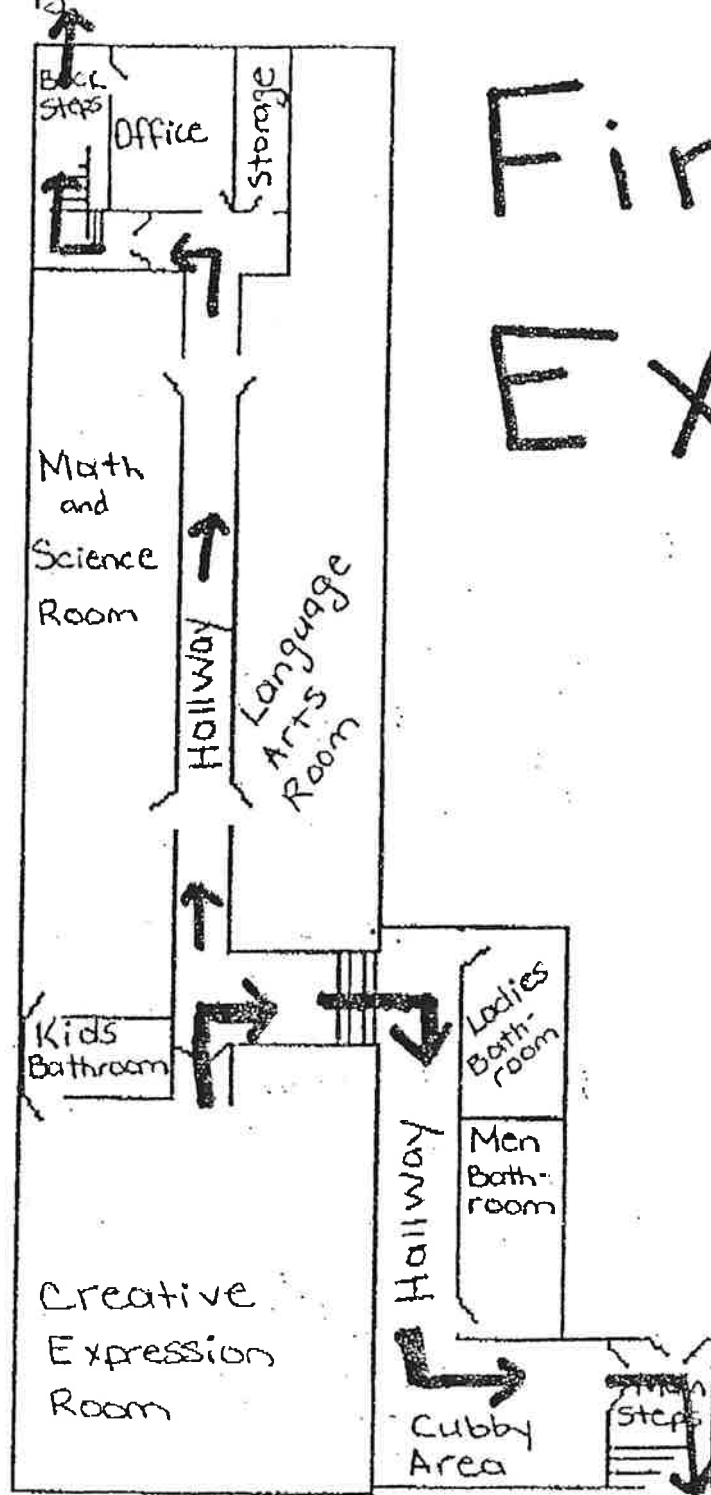
In case of emergency and the Director is not available, the Assistant Director becomes the Director. If she is not available, her named replacement becomes the Director.

# Fire Exit



Playground

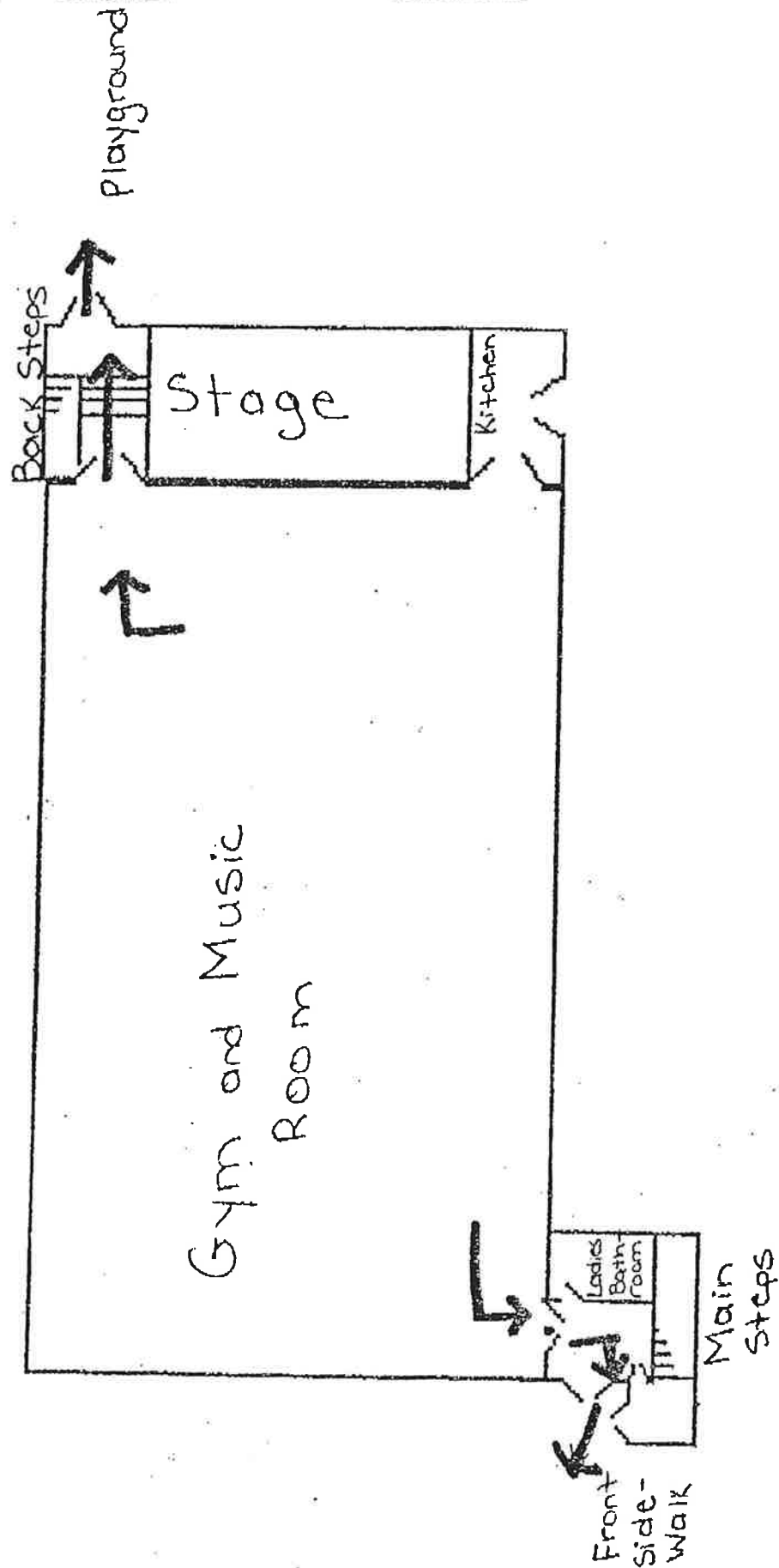
Playground



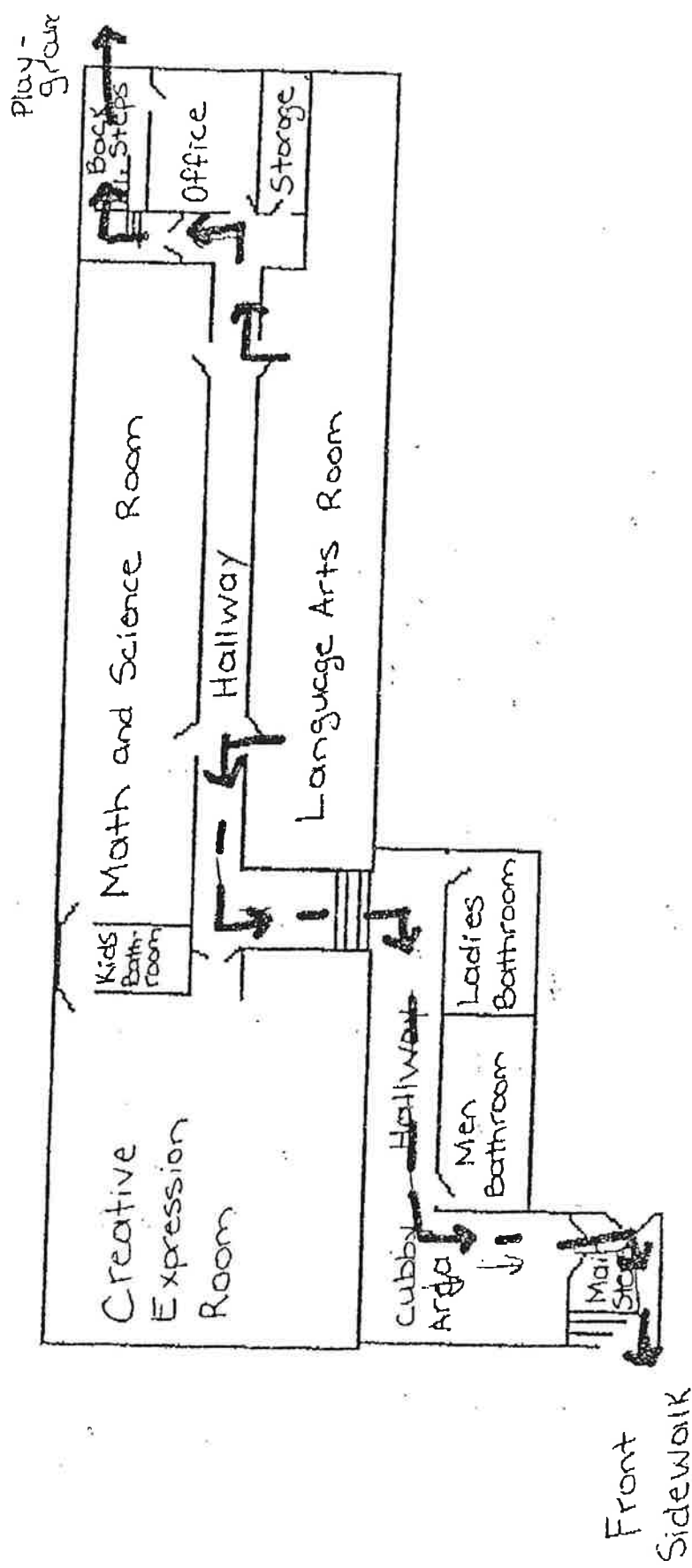
# Fire Exit

Front  
Sidewalk

# Fire Exit



# Fire Exit



# **NATURAL DISASTER PLAN**

## **Tornado/Hurricane/Earthquake**

If a tornado/hurricane/earthquake warning occurs during the school day prepare the following;

- a. Prepare containers of drinking water
- b. Secure emergency lighting (flashlights and batteries)
- c. Check radio batteries and radio

If tornado /hurricane/ earthquake hits during the school day follow this procedure:

- a. Move all children quietly and quickly away from windows and into the lower level hallway. Shut all classroom doors.
- b. Have children place hands over their face and sit on the floor until the tornado/ hurricane/ earthquake passes.
- c. After danger passes, call parents if possible for pick up of their children.

## **Flood**

If a flood warning occurs during the day, prepare the same as above. In the event of an actual flood during the school day follow this procedure:

- a. Take first aid kits and emergency cards, water and flashlights to high ground.
- b. Walk the children calmly and quietly to high ground-above flood plane.
- c. Call parents for pick-up of their children using cell phones.



### **Bomb Threat**

If a bomb threat is received during the school day follow this procedure:

- a. Remove children from school and take across the street to Sellersville Borough Hall, taking first aid kit, water, and emergency cards.
- b. Director calls 911 and awaits further instructions.

### **Utility Disruption**

In the event of disruption, use cell phones to call parents to come get their children, and if necessary move children across the street to the Sellersville Borough Hall.

### **Security/Lockdown Procedures**

In the event of an intruder, disgruntle employee, or threat of violence, the staff person involved will say "Mr. Kennedy is on the phone" alerting co-workers to a problem. Co-workers will call 911 and have police respond, and have non-involved staff person to move children to far side of building.

### **Hazardous Material Spills**

In the event of a hazardous spill, move the children to safe area.

### **Missing Child**

Director should be notified immediately in the event of a missing child and she will contact the necessary authorities.

## **Terrorist Attack Procedures For Kids Are First Staff**

1. You will be informed of an attack by your Director.
2. Gather your class together in a calm, orderly fashion. Lead them into the center hallway and have them sit along the walls with their class teachers.
3. Specialists get some books and manipulative and craft materials moved into the hallway. Class teachers get children involved in activities.
4. Director and staff please carry your cell phones.
5. Director, please activate parent phone chains for each class. Let parents know we are in a state of emergency, following our TA procedures and that they may pick up their child anytime. Tell them to use the front hallway entrance only.
6. Monitor your radios for the National Broadcast Bulletins and follow their instructions.

## **EMERGENCY OPERATIONS PLAN**

Kids Are First wishes to assure you of our concern for the safety and welfare of our children. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation** – Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **In-place sheltering** – Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation** – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken on foot to our relocation facility at the Sellersville Borough Office across the street.
- **Modified Operation** – May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that may make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to KYW 1060 News Radio or WPI Channel 6 on your television for announcements relating to any emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we have taken one of these protective actions. We will also call you when we have resolved the situation and it is safe to pick up your child.

The form designating persons who can pick up your child is part of your final enrollment packet and we update this every six (6) months. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

We specifically urge you **not** to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact your School Director 215-257-7344.

## Supporting Documents (Part III)

### Notification Phone List

#### Kids Are First Contact Numbers:

Kathleen Boland	Cell: 215-260-3212
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Main Number	215-257-7344
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Emergency Service	9-1-1
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Notice Of Relocation

**KIDS ARE FIRST  
CHILDREN AND STAFF  
HAVE RELOCATED TO  
SELLERSVILLE BOROUGH OFFICE  
BUILDING  
(Across the Street)**

## **Emergency Kits and Supplies**

**Center Emergency Kit** (should be packed in a backpack or other container that is mobile in the event of an evacuation)

- Copies of all Emergency Consent forms for students and staff
- Flashlights with extra batteries
- Battery operated radio with extra batteries
- First Aid Kit
- Manual can opener
- Tissues
- Note pad and pencils
- Scissors
- Hand Sanitizer and cleaning agent/disinfectant
- Whistle
- Disposable Cups
- Wet Wipes

### **School Supplies in General**

- Charged cell phone
- Gallons of water
- Disposable cups
- Non-perishable food items-cereal, granola bars, etc.
- Critical Medications packed to be removed if evacuation is needed.

# **Kids Are First**

## **Medical / Emergency Policies and Procedures**

### **Emergency Telephone Numbers**

**Ambulance, Police, Fire  
911**

**Poison Control  
1-800-222-1222**



## KIDS ARE FIRST HEALTH PLAN AND STANDING ORDERS

### Serious / Potentially Life Threatening Emergencies

Serious or potentially life threatening emergencies are those situations which require immediate intervention, medical care and usually transportation to hospital. The following procedures should be followed.

### **Emergency Procedures**

#### IF A VICTIM IS A STUDENT

1. Director should be called immediately to access the situation, determine the extent of the emergency, stay with the injured and administer first aid if necessary. (Director must have First Aid Certification, she must locate the staff person who does administer needed aid)
2. Director should organize the delivery of the following tasks:
  - a. Phone for ambulance
  - b. Notify Executive Director
  - c. Inform parent and/or private physician
  - d. When ambulance arrives, provide ambulance attendant with copy of the emergency card and give details of illness/injury.
  - e. Call emergency room and inform them of ambulance arrival, type of problem, age and sex of the individual, when family member will be arriving, and any other pertinent information.

<b>Grand View Hospital Emergency Room: 215-453-4000</b>
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- f. Document complete details of incident by filling out accident report

## **STANDING ORDER FOR SPECIFIC CONDITIONS**

### **Abdominal Pain** (sudden or serve stomach ache)

#### **ABDOMINAL PAIN**

- Check with camper re; recent eating and bowel habits
- Check temperature
- If pain is persistent and/or temperature elevated, inform Director
- If pain is severe, inform parent an advise medical care
- Do not give anything by mouth

### **Allergic reaction**-check emergency card for history of allergic reaction

#### **ALLERGIC REACTION**

#### **Mild Reaction**, e.g. rash or hives

- Apply cool water, ice packs or Caladryl/Calamine lotion
- Observe closely for at least 20 minutes for increase in reaction

#### **Moderate Reaction**, e.g. uncontrollable itching or increase in spread of rash or tightness of throat.

- Notify Director
- Director will notify Parent/observe closely

#### **Severe Reaction**, difficulty swallowing or breathing, look for drooling

See: **ANAPHYLAXIS** below

**Anaphylaxis-** Rare, extremely serious form of allergy with rapid onset requiring instant action to prevent a fatality. May be caused by insect sting (bee or wasp) **ANAPHYLAXIS**

Symptoms may be:

Apprehension, sweating, weakness, shallow respirations, wheezing

## **Asthma**

## **ASTHMA**

**Mild to Moderate**, e.g. a sudden or gradual onset of difficulty breathing with a wheezing sound most evident upon expiration, tightness of chest, sometimes cough.

1. Have Director administer camper's medication according to directions (if on file)
2. Place camper in quiet environment, sitting up, encourage deep breathing, and reassure
3. Encourage **sips** of tap water (**do not give cold water**)
4. Observe closely for an increase in respiration problem
5. Director will notify parent

**Severe**, e.g. extreme difficulty and shallow breathing, rapid sinking and returning of skin in neck, unable to speak more than a few words, fast pulse rate, profuse sweating, confusion, blue lips and tiredness.

1. Director will administer epipen (if on file)
2. Director will call parent
3. **Follow Emergency Procedure -Page 1**
4. Observe child closely

## **Bites-See Human Bite**

## **BITES**

## **Bleeding- Follow Universal Precautions: Page 29**

### **BLEEDING**

Severe from wound

- Apply gloves. Apply gauze and pressure directly over wound to control bleeding.
- Elevate bleeding part if possible.
- Add more dressing if necessary. DO NOT remove previous dressing
- If fingers or other parts are severed, save the part, place in cold water and send with camper to hospital.

## **Breathing Difficulties**

### **BREATHING DIFFICULTIES**

Severe (See HYPERVENTILATION)

Follow Emergency Procedure-Page 1

## **Bruises (Contusions)**

### **BRUISES**

Cold applications may be applied

## **Burns (Including sunburns)**

### **BURNS**

Chemical burns should be flushed with water at least five minutes

#### **1. First Degree e.g. redness**

- Cold application
- First Aid Cream
- Sterile dressing when indicated
- Refer to parent for medical care if needed

#### **2. Second Degree e.g. redness and blisters**

- Do not open blisters**
- Sterile dressing
- Cool compress, not ice
- Refer to parent for medical care if needed

**3. Third Degree** e.g. white or charred appearance

- Notify Director
- Sterile dressing loosely applied
- Do not remove particles of charred clothing**
- Watch/treat for shock
- Director notify parent/refer to physician immediately

**Cuts and Scratches** (abrasions) – Follow Universal Precautions Page 29

**CUTS & SCRATHCHES**

- Cleanse wounds with Phisoderm soap
- May apply first aid cream
- Cover with sterile dressing

**Dental Orthodontic Discomfort**

**DENTAL DISCOMFORT**

- Use Anbesol for sore gums
- Use wax to cover orthodontic brackets or wires to prevent irritation from friction of metal against mucosa
- May use analgesic (if form on file)

**Dermatitis** (skin irritation)

**DERMATITIS**

- May apply first aid cream or Caladryl
- Refer to Director if suspicious skin condition arises

## **Diabetes**

Low blood sugar (hypoglycemia) is life threatening. When in doubt regarding reaction, ALWAYS GIVE SUGAR.

## **DIABETES**

Hypoglycemia  
Insulin Shock  
Hyperglycemia

### **Hypoglycemia, LOW Blood Sugar of INSULIN SHOCK**

Symptoms: shaky, weak, sleepiness, confusion, irritability, personality change, headache; all happening over a short period of time.

- If conscious, give source of sugar (juice, candy soda) immediately
- Observe closely –should feel better in 10-15 minutes
- Notify Director/Call parent
- Director must be notified even if camper improves

## **Electrical Shock**

## **ELECTRICAL SHOCK**

**DO NOT TOUCH IF PERSON IS STILL TOUCHING  
ELECTRICAL SOURCE**

- Turn off master electrical switch or pull appliance plug
- If not breathing, start artificial respiration after power source is removed
- Notify Director
- If no pulse, start CPR
- Follow Emergency Procedures –See Page 1

**Emergency Procedures –See Page 1**

**EMERGENCY PROCEDURES**

## Eyes

## EYE

### Chemicals in Eye

- Thoroughly flush eyelids and eye for at least 5 minutes with water
- Turn head toward side pouring water from inner corner of eye outward
- Make sure chemical does not wash into unaffected eye
- Notify Director who will notify parent
- May need to follow Emergency Procedure-Page 1

### Foreign Body in Eye

- Advise camper to avoid touching/rubbing eye
- May remove foreign body with cotton swab dampened with water
- Flush eye with water
- If difficult to remove, notify Director who will notify parent to obtain medical care
- You may need to use any eye shield loosely to prevent eye blinking, but DO NOT apply any pressure

## Fractures

## FRACTURES

RICE = Rest, Ice, Compress, Elevation

- Keep camper quiet, preferably lying down unless position causes pain
- Notify Director
- OBSERVE FOR SHOCK**
- Apply splint if necessary
- May need sling to support injured arm/hand
- Do not attempt to reduce the dislocation or fracture
- Cover any broken skin with a loosely applied sterile dressing
- DO NOT WASH** this wound
- Check for any circulatory problems below fracture

- nothing to be given by mouth
- Director will notify parent to seek medical care
- May need to call ambulance for transportation if fracture cannot be immobilized safely while being transported in a car
- OBSERVE FOR SIGNS OF SHOCK** – may need to follow Emergency Procedures –Page 1

## **Frostbite**

## **FROSTBITE**

Exposed part becomes numb, pale and shiny

- Warm affected area until it is flushed in color using body heat or warm water (102-105 degrees)
- For and ear-place hand over it
- For extremities-submerge in warm water
- DO NOT rub, overheat, or use a hot water bottle
- Have camper drink warm water or coca (no coffee)

## **Head Injury (Head Wound)**

## **HEAD INJURY**

Expect a lot of bleeding because of the many blood vessels. Whenever head wounds occur, suspect spinal injury and skull fracture.

- Control bleeding. If a skull fracture is suspected, apply pressure around the edges of the wound rather than at its center
- Elevate the head and shoulders to help control bleeding
- Monitor the camper for disorientation
- Check their coordination
- Look for unequal size of pupils of the eyes
  - Bright light-pupils should constrict
  - Darkened area-pupils should dilate
- Monitor for unusually rapid pulse rate and possible memory loss



If any of the above ABNORMAL signs occur, the child should be referred to a physician or emergency room immediately.

If all the findings are normal, have the camper rest for 15-30 minutes depending on the severity of the head injury/head wound, and the appearance of the child.

- Check child in one hour and at the end of the day
- Notify Director who will notify parents

### **Head Lice**

### **HEAD LICE**

- Exclude from camp for treatment
- Provide information for parents re: treatment and camp's "NO NIT" policy for re-admission
- Camper must be accompanied to camp by a parent for re-admission
- Camper must be checked by the Director before returning to camp the following day
- Re-examine the camper in 7-10 days

### **Hives (See Allergic Reaction)**

### **HIVES**

Wheals or welts, white, slightly raised areas surrounded by redness that tend to come and go. May itch severely, mildly, or not at all.

- Apply cool compresses
- Watch for breathing difficulties
- If too uncomfortable, notify Director to send child home
- Advise medical care if hive persist

## **Human Bite**

## **HUMAN BITE**

- Wash wound thoroughly with Phisoderm soap and running water for five minutes
- Apply sterile dressing
- Check immunization card for date of last tetanus booster **(must have been given within the last 5 years)**
- Notify Director who will notify parent
- Refer to physician if necessary

## **Hyperventilation**

## **HYPERVENTILATION**

Rapid, shallow breathing with person being highly excited

- Have individual sit down in a private quiet area
- Advise deep breathing
- Have person breath into a paper bag covered over mouth and nose until breathing becomes slower and deeper
- Provide continuous calm reassurance
- Offer sips of water when person relaxes

## **Laceration**

## **LACERATION**

Bleeding coming from a wound usually stops after 5 to 10 minutes with proper first aid.

- Remove any clothing covering the wound
- Protect against disease by wearing gloves or using other methods of protection (eg, extra layers of dressings or plastic materials)
- Control bleeding
- Cover with sterile dressing
- May be able to apply a butterfly Band-Aid
- Apply direct pressure to stop bleeding
- Elevate wound if located on an extremity

-Notify Director who will determine if need for sutures & tetanus immunization. Director will also notify parent

-If bleeding persists, apply pressure to pressure point above wound.

**May need to follow Emergency Procedure-Page 1**

**Lice (See Head Lice)**

**LICE**

**Mouth/Jaw Injuries**

**MOUTH/JAW INJURIES**

Bleeding/fracture injuries from the jaw, lips, tongue or inner cheek can create breathing difficulties

-Keep airway open

-Remove any foreign matter from mouth (save any tooth fragments)

-If person is conscious and no neck injuries are suspected, prop person up to lean forward for secretions to drain out

-If bleeding is external, a dressing and gentle pressure may be applied

-If bleeding is severe or injury extensive, notify Director

-If unconscious, keep lying down with head and shoulders elevated and head turned to the side to allow for drainage

**Follow Emergency Procedure – Page 1**

**Nausea**

**NAUSEA**

-Notify Director who will notify parent, send child home

**Neck Injury (See Spinal Injury)**

**NECK INJURY**

**Poison Ivy (poison oak, sumac)****POISON IVY**

- Cleanse with soap and cool water
- Apply Caladryl
- Refer severe cases or those around eyes to Director who will notify parent for medical follow up

**Puncture Wounds****PUNCTURE WOUNDS**

- Cleanse with Phisoderm soap and water
- Cover with sterile dressing
- Check student records for tetanus immunization-  
**(Must have been given within the last 5 years)**

**Ringworm****RINGWORM**

Superficial fungus infection of non-hairy skin of body OR  
Fungus disease causing bald patches of hair OR  
Fungus disease of foot, especially between toes and soles  
(also called Athlete's Foot)

- Notify Director who will notify parent of need for exclusion and medical care
- May return to camp when judged non-infectious by physician

**Scabies** (disease caused by mites burrowing into outer layers of skin where female lays eggs)

**SCABIES**

Intense itching of skin especially at waist, wrists, and between fingers, but may be any place on body

- Notify Director who must exclude all known and suspected cases from camp until treated
- Director will refer parent to physician for medication

**Seizures (Grand Mal)****SEIZURES**

- Notify Director immediately
- Observe carefully and try to time duration

## **Shock**

## **SHOCK**

If untreated, person may experience unconsciousness, low blood pressure, drop of body temperature and death

- Skin is usually pale or bluish, cold to the touch, moist and clammy
- Person may be weak or restless
- Pulse is rapid, breathing may be irregular

**A drop in blood pressure is usually a late sign. DO NOT WAIT for a low blood pressure to get help.**

- Keep airway open
- Control any bleeding
- Lay person flat. Feet may be elevated 8-12 inches
- If breathing problems occur, may elevate head and shoulders slightly
- Cover only to maintain body temperature
- If conscious, not vomiting, and without injury, give sips of water

**Follow Emergency Procedure – Page 1**

## **Sore Throats**

## **SORE THROATS**

- Observe appearance of throat for inflammation or enlarged tonsils
- Feel neck for swollen glands
- Check temperature. If elevated, notify Director who will send child home

## **Spinal Injuries**

## **SPINAL INJURIES**

- DO NOT MOVE PERSON
- Follow Emergency Procedure – Page 1
- Immobilize head BETWEEN pillows or folded blankets

## **Sunburn (see also Burns)**

## **SUNBURN**

**Ticks** (usually attaches at head, neck or groin, burrowing its head into the skin and feeding on blood) **TICKS**

- Notify Director, who will call parent and ask permission to remove tick

**Wood Tick:** Remove the tick by covering it with a tissue or gauze pad saturated with alcohol which blocks the tick's breathing pores and causes it to withdraw from skin

- If tick doesn't withdraw after the saturated pad has been in place for a half hour, remove tick with tweezers. Make sure you get all the parts, DO NOT use Vaseline

- Wash area with soap and water, apply antiseptic

**Deer Tick:** DO NOT use chemical on the site.

Remove tick by wearing a glove and just pulling tick off by hand or with tweezers, making sure to get all the parts

- Wash area with soap and water, apply antiseptic

**Toothache**

**TOOTHACHE**

- Observe for any obvious need for dental care
- May apply Anbelsol to sore gums
- Notify Director who will notify parent
- Orthodontic discomfort alleviated with warm water rinse
- May give analgesic (if on file)

## **Universal Precautions**

## **UNIVERSAL PRECAUTIONS**

- This is a method for infection control
- Treat all human blood, saliva, urine, vomitus and feces as though they are known to be infectious
- Practice risk-reducing precautions
- Disposable gloves must be used for First Aid Procedures
- With both hands gloved, peel off top to bottom and hold in gloved hand
- With exposed hand, grasp inside of remaining glove and peel top to bottom, tucking first glove inside
- Dispose of gloves in trash bag and walk out to dumpster
- Thoroughly wash hands with soap for 15-30 seconds and rinse with running water. It is best to remove all jewelry before washing hands since jewelry harbors many germs

## **Vomiting (Follow Universal Precautions)**

## **VOMITING**

- Give nothing by mouth until vomiting stops
- When vomiting ceases, position camper comfortably
- Notify Director who will call parent
- Exclude child from camp



*Kids Are First LLC Preschool and Summer Camp*

25 East Church St.

Sellersville, PA. 18960

Phone: 215-260-3212

Fax: 215-257-7396

[www.kidsarefirstpreschool.com](http://www.kidsarefirstpreschool.com)

To Whom It May Concern:

In case of any emergencies....

Kids Are First, Preschool and Summer Camp is located at 25 East Church Sellerville.

**Kids Are First is open 7-6 M-F**

Kids Are First is the basement of St. Michaels Lutheran Church, across and down the street from the Sellersville Borough Hall.

Kids Are First main entrance is located on the Main Street. Side of the building and the entry keypad is on the black double doors. The code during business hours is **18960 \* (star).**

Kathy Boland is the Owner/Director and her contact number is 215-260-3212

Thank you for your time

Kathleen Boland





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