

Accident Prevention and Reporting *Updated 8/1/14*

The safety of our children, staff and families is our number one priority. In addition to our Illness policy, daily health inspections, requirements for reporting communicable diseases, playground safety policy, emergency procedures and safety guidelines, we adhere to our own (and licensing) guidelines with regard to the prevention and reporting of accidents or incidents.

We know that children are active learners and there will be times – even in the most secure of environments - when an accident or incident will occur. Rest assured, we will do everything in our power to prevent any such occurrence, but know that we are prepared and trained in the event one does occur.

Prevention:

We maintain or exceed teacher/child ratios both within the classrooms, on the playground, and off site.

We exceed the required number of staff on premises trained in CPR/First Aid and provide ongoing certification trainings on site to ensure (even new staff) are trained and currently certified.

We maintain current records of allergies or sensitivities for each child and have medicine stored (safely and securely) on site to be accessed as required. All medications accompany each child on any type of outing. We also exceed the (one) staff person on site who is fully MAT (medication administration) trained (currently all mentor teachers and administration are required to be fully and currently trained) and all teachers are offered the opportunity for this training at no cost.

In addition to our staff being ever vigilant in monitoring the safety of our equipment and materials, a member of the administration performs a daily safety check of the playground area and each classroom to ensure the overall safety and cleanliness of our school.

Reporting:

Licensing standards require written documentation of both serious and minor injuries. We use our “Incident report” to document any such injuries. The form includes a description of the incident, when and where it occurred, immediate action taken and follow up action taken. This report is signed by the staff person completing the form, an administrator and the parent/guardian, upon pick up. We continually monitor incidents and injuries to address any patterns, as well as proactively address the materials in our environment, staff training and safety guidelines.

In the event of an injury, we want to make sure our families feel informed and involved while also fostering a partnership of trust and competence. In the event of a serious accident or injury at the center, we will notify parent(s) immediately. (Of course, if emergency personnel need to be called to the scene, that will be our first priority, and then notify parent(s). If the injury is minor, we will notify parent(s) at pick up.

The safety of our children is enhanced by a strong partnership between families and staff. We ask our families to keep us informed of any changes in sleep or behavior patterns or any events which may affect the child’s emotional or physical health (we worry too!)

Lastly, we have an open communication policy. Should you ever have any questions or concerns, talk with us. The only way we can grow in our relationship with you - and continue to approach our goal of excellence – is to talk with each other.