

Congregation Keneseth Israel
Policies, Practices & Guidelines

<u>Policy, Practice or Guideline:</u>	Religious School Students – First-aid
<u>Source:</u>	Religious School
<u>Date Adopted:</u>	9/2019
<u>Date Revised:</u>	02/2023

- I. Introduction: First-aid can save lives and prevent minor injuries from becoming major events. Congregation Keneseth Israel maintains an Oxygen tank as well as an Automated External Defibrillator and several First-Aid kits. While giving first-aid is not a condition of employment, any member of the staff may volunteer to undertake these tasks. Teachers and others are expected to use their best judgment at all times to secure the welfare of the children in the same way that parents might be expected to do so.

In general, the consequences of NOT taking action are more likely to be more serious than those of trying to assist in an emergency.

- II. Practice Statement: It is the practice at KI that injuries are evaluated, appropriate assistance is rendered, parents/guardian are notified and emergency personnel are called using the 911 system if necessary.

III. History:

IV. Definitions:

- a. First Aid Kits are fully stocked and located in the Office, Kitchen, and Teachers Resource Room.
- b. The Automated External Defibrillator (AED) is in the Main Hall Cabinet. An AED can be used on anyone over one year old. The American Heart Association (AHA) recommends the use of pediatric attenuated pads for children aged 1-8 years. However, if pediatric pads are not available, do not hesitate to use an AED with adult pads on a child in cardiac arrest.
- c. Two oxygen tanks are available. The portable tank is located in the Library and the small cylinder is in the hall cabinet with the AED. Oxygen is a drug and as such it is not to be administered to children without prior written permission from the parent/guardian.

V. Procedure:

- a. In order to assure that appropriate first-aid equipment is available, prior to the school year, the Director of Education will communicate to the Executive Director if any supportive supplies are required.
- b. In an emergency, the Director of Education/teacher in charge will give immediate help to casualties with common injuries or illnesses. Medications are not to be given without prior written instructions from the parent/guardian.
- c. When necessary, an ambulance or other professional medical help will be called.
- d. The Director of Education/teacher in charge should contact the child's parent/guardian as soon as possible following the incident.
- e. All serious or significant incidents must be documented on the Incident Information Report and a copy included with a letter home to the parents.

VI. Reference: Incident Information Report

Congregation Keneseth Israel
Incident Information Report

Incident Date:

Time:

Individual Involved:

Name:

Age:

Address:

Home Phone:

Specific location of incident:

Specific area where incident occurred:

Program/Event:

Describe what happened:

Type of injury or property damage:

Was medical treatment was given?

No _____

Yes: _____

Explain:

Was Parent/Guardian notified?

If yes, by whom?

Date/Time:

If No, provide rationale:

Medical Disposition:

Reporting person:

Name:

Address:

Phone: **Home** _____

Cell _____

Work _____