*Edit this page to fit your ministry setting. Then remove this note.*

**WHAT TO DO-MEDIUM INJURY**

(head bump, sprain, bleeding)

Medium to serious injuries are primarily head bumps that result in a raised spot and sprains that require ice; and bleeding that needs a compress or stitches.

1. **Remain calm.**

In a soothing tone of voice, reassure the child.

1. **Call two other adults.**

Stay with the child and call for two other adults. One should be a room leader or staff member.

1. **Do not move the child**.

Do not move the child if you believe there is a sprain, neck or head injury.

1. **Get assistance.**

Send someone for first aid treatment: Ice for sprains or bumps, bandages and compresses for cuts.

1. **Contact parents for further medical care.**

The staff member will call the parents out of worship or Bible class and advise them of the child’s injury and procedures being followed. The child is released to the parents.

1. **If parents cannot be contacted:**

If parents cannot be contacted and it is safe to relocate the child, move the child to an office area to be more comfortable. Stay with the child and let staff know where you are.

1. **File incident report** *(see form).*

File incident report with the Director of Children’s Ministry, Early Childhood Director, or the assigned personnel.All ministry partners and staff members who witnessed the emergency are required to sign the incident report immediately following the episode.

All ministry partners and staff members involved in the emergency must sign a completed incident report.