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

**WHAT TO DO-SMALL BAND-AID “OWIE”**

**Assess injury.**

Most minor injuries can be treated with a cool moist cloth and a bandage. If more attention is needed, first aid kits are located throughout the children’s areas marked with signs reading “first aid.”

**Procedures**

1. **First thing: put on safety gloves.**

For everyone’s protection, we require the use of gloves when treating an injury where blood is present.

1. **Treatment of “small owies.”**

If an injury needs to be cleaned, please use soap and water. We do not use first aid cream. Please note that we are not authorized to dispense any over the counter OR prescription drug medications. In the event a child needs more attention than we can provide, the coach or welcome team will notify the parent.

1. **File an incident report.**

After treating the child, please complete an incident report. *See example of form.*

File incident report with the Director of Children’s Ministry, Early Childhood Director, or the assigned personnel.

1. **Discuss with parents and sign the report.**

Discuss the injury with the parents picking up the child, letting them know what happened and how the injury was treated. Ask them to sign the incident report. These reports can be found next to the first aid kits. Locate a Kids Kount staff member immediately.

**NOTE for students needing Special Care:**

As a rule, we cannot care for children needing special medical assistance. Examples would be heart monitors, tracheotomy procedures, etc. Special training would be required and it is too much to ask a ministry partner to take on that type of responsibility. If a family needs special medical assistance for their child, they may tell a Kids Kount staff member and we will try to help the best we can.