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

**WHAT TO DO-SERIOUS INJURY**

(broken bone, unconsciousness)

Extensive injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. **Remain calm.**

In a soothing tone of voice, reassure the child.

1. **Call for help—do not move child.**

Stay with the child and call for help. Do not move the injured child.

1. **Get assistance.**

Tell someone to locate a Kids Kount staff member immediately for assistance. If needed, the Kids Kount staff member will contact 911.

1. **Staff member contacts parents.**

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 parents will be asked what doctor or hospital they prefer.

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

If the child is to be transported to a hospital and a parent cannot be located in time, a Kids Kount staff member will accompany the child to the hospital.

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.

A completed incident report needs to be signed by all ministry partners and staff members involved in the emergency.