

Medical Emergency & First Aid Procedures (updated August 2018)



Before emergencies occur:

- **Take attendance at the beginning of each class period.** This will ensure that you know how many children/youth are present in class each day (and who they are) in case an emergency occurs.
- Please make sure to adhere to the **Food Guidelines for Religious Education Programming** (included in the binder).
 - **Please remember that absolutely no peanut or tree nut products may be used, consumed, or served in the following rooms:**
 - Nursery
 - Rooms 105, 106, 107, and 108
 - Rooms 001, 002, 003, 004, 005, and 006 (basement rooms)
 - Senior High Youth Room (across from RE Office)
 - Gray Room (across from the nursery)
 - Front Office (in closet behind the desk)
- Familiarize yourself with any relevant medical or unique needs which children or youth in your class may have at the beginning of the year.
 - **The Religious Education staff will notify teachers and advisors of any pertinent information at the beginning of each church year, or as staff is made aware throughout the year.**
- If you are providing childcare for an outside church event, please check with parents or guardians at drop-off with regard to any allergies, special needs, etc. for the kids in your care.
- Familiarize yourself with each room's evacuation plan and procedure (posted in each classroom near door) in case of a fire, as well as the earthquake & tornado procedures for your classroom.

If an emergency occurs:

- **Stay Calm!**
- **Call 911 first.** Phones are located in the Eliot Chapel Front Office, the Religious Education Office, and in Adams Hall by the Children's Library, **OR** use your cell phone.
 - **To get an outside line on a church phone,** you must press one of the outside line buttons (the three buttons next to the phone numbers on the keypad), **OR** dial 9.
- Eliot Chapel's address is **100 S. Taylor (formerly 216 E. Argonne), Kirkwood, MO 63122.** The landline phone at the chapel is **314-821-0911.**

- Alert the Religious Education Staff or person in charge, **OR** notify the staff member in the Front Office (which can be done by calling **314-821-0911** from your cell phone if you are unable to send someone to notify the staff in person.
- Be sure to alert teachers next door to you (if possible), so that all the other children are cared for.

If minor first aid is needed:

- **First aid kits** are located in the following locations.
 - Hallway outside the nursery (mounted to the wall)
 - Hallway of the basement (mounted to the wall)
 - Kitchen (by exit door by stoves) (**INCLUDES burn cream**)
 - Room 107 (in the RE cabinet) (**INCLUDES insect sting cream**)
 - RE Office (Scott will use for offsite youth events)
 - Sound booth Room in Sanctuary (by the pulpit)
- In addition, **Burn Cream, Insect Sting Cream, and Ice Packs** can be found in the first aid box on the **shelf in the nursery** (on the left when you first walk in the door).
- Make sure parents/guardians and the RE staff members are aware of any situation requiring first aid. **Any child or youth receiving first aid must have an incident report filled out and signed by the parent/guardian.**
 - **Incident Report forms are in each classroom binder.**