**Emergency Procedure Reminders**

On the back of every classroom door:



Folder & Class Rosters also on back of door

Includes:

* Class Rosters
* Fire Evacuation plan
* Sign (to hold up in an evacuation)
* Action Plans for any special needs

First Aid:

* Band-aids and simple supplies in cabinet
* First aid kit is located in the supply closet
* Medic bag is located in the lobby

Seizures

* Look at the clock (very important)
* Remove furniture that may be in their way
* (Unless action plan states otherwise) Send someone to get the officer on duty to call EMS.
* Remove other children from the classroom, for privacy of the patient.
* The officer will relay time information to EMS

Allergies

* Allergy information is reviewed annually with parents
* Allergy information should be listed on the name badge and on the roster.
* In general, we do not serve food or do food based activities in HPKids on Sunday Mornings
* Please familiarize yourself with the allergy concerns in your class

Special Needs

* Detailed Action Plans are created with the parents to give you as much information as needed while still protecting privacy of a child’s medical information.
* Please become familiar with the action plans for students in your class
* ALWAYS ASK FOR HELP as soon as you become uncomfortable with behaviors or needs of a child.