

Ohio Department of Job and Family Services  
**MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN**  
**For Type B Homes and In-Home Aides**

<b>Provider Name</b>	<b>Provider Address</b>
<b>Provider's Telephone Number</b>	
<b>EMERGENCY TELEPHONE NUMBERS</b> Including 7-digit back up number as well as area code if area code must be dialed to complete the call.	
<b>Emergency Squad</b>	<b>Hospital</b>
<b>Police Department</b>	<b>Fire Department</b>
<b>Poison Control</b>	<b>Public Children Services Agency</b>
<b>LOCATION OF:</b>	
<b>First Aid Kit(s)</b>	
<b>Fire Extinguishers</b>	
<b>Electrical Circuit Box</b>	
<b>Location of Children's Records</b>	
<p>In case of a <b>Dental Emergency</b>, stay with the child and summon help. If an additional adult is present to assist with other children, consult the Dental First Aid Chart. If alone, settle other children in safe activity within sight or hearing. Follow instructions on dental chart, notify the caretaker/parent and write an incident report. Remember if blood is involved, wear non latex gloves and sanitize afterwards following standard precautions.</p>	
<p>In case of an environmental emergency such as fire or tornado/weather alert, be aware of or consult the posted evacuation plan/diagram or route to your "safe place."</p> <p><b>Fire:</b> Take attendance roster, exit the home with the children to the designated meeting place-which is _____, account for all children, call emergency/rescue personnel (911), notify emergency personnel whether all children are present or if any are missing. Do not return to the home until the all clear is given.</p> <p><b>Weather Alert:</b> Take attendance roster, lead children to the designated "safe place"-which is _____, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Stay in designated "safe place" until the all clear is sounded.</p> <p><b>Emergency Evacuation (bomb threat, gas leak, etc.):</b> Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit the home to the primary evacuation spot which is _____. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your home in case the area around your home and property also must be evacuated). The secondary location is _____. Always follow instructions of the emergency personnel on site. Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the caretakers as soon as possible. CDJFS must be notified within 24 hours.</p>	
<p><b>Threat of Violence:</b> Secure children in the safest location in the home or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for caretakers.</p>	
<p><b>Loss of Power, Water, Heat:</b> Contact utilities company to notify of outage and assess expected time of</p>	

outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Provider must make the determination whether the children need to be sent home or not. If in doubt contact your CDJFS child care contact or your local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of a **Serious Injury or Illness**: Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: **Appearance, Breathing, Circulation**. Determine whether 911 needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact caretakers. Provide basic first aid until Emergency Medical Services (EMS) or caretaker arrives. Complete an incident report for caretakers.

If child is ill, isolate away from other children, reference the Ohio Department of Health (ODH) Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for caretakers. Complete an incident report for child's caretaker, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear non-latex gloves and follow standard precautions for cleanup. If situation requires medical attention, CDJFS must be notified within 24 hours of the incident and report submitted within 3 days.

**Supervision: Children must be supervised at all times. Children must be kept within sight or hearing until additional adults are available to take control of children. Provider shall stay with children until the caretaker arrives.**

## DENTAL FIRST AID

### **Following a Head or Mouth Injury:**

- Calm the injured person.
- Check to determine the type of injury and refer to the Action Plan.
  - If minor bleeding:  
Apply direct pressure with sterile gauze or clean cloth. If bleeding doesn't stop within ten minutes, contact parent and arrange to take child to the emergency room.
  - If bleeding profusely: Contact parent and arrange for emergency services by an emergency squad or emergency room.



### **1. Knocked Out Permanent (ADULT) Tooth (avulsed tooth)**

- Find tooth, but do NOT handle it by the root (hold the tooth by the crown).
- If tooth is dirty, rinse gently with tap water; don't scrub or use antiseptic.
- Attempt to gently replant tooth into the socket. Have the child hold in place with a tissue or gauze. If not possible to replant tooth, place tooth in HBSS\* (tooth preservation kit) or if unavailable, a glass or cool skim or low-fat milk. If skim or low-fat is not available, use 2% or whole milk. If saline or milk is unavailable, place tooth in saliva by having child spit into a cup.
- Place tooth in water only as a last resort. Tooth must not dry out!!
- Contact parent and arrange to have the CHILD AND TOOTH TAKEN TO DENTIST IMMEDIATELY. Replantation within 15 minutes is best.

### **2. Knocked Out Primary (BABY) Tooth**

- Primary (baby) tooth should not be replanted. Contact parent and arrange for child to be taken to the dentist as soon as possible.

### **3. Loosened/Chipped Tooth/Tooth Pushed Into Gums**

- Gently clean the area with warm water.
- Do not attempt to move tooth into correct position.
- Contact parent and arrange to take child to the dentist immediately.

### **4. Toothache**

- Do not place aspirin on gums of aching tooth (aspirin will burn gums!)
- Contact parent and arrange for child to be taken to the dentist as soon as possible.

### **5. Injury to Lips, Tongue, Cheek**

- Rinse affected area with warm water.
- Place cold compress over area to minimize swelling.
- If injury is due to a fall or if tooth is chipped, contact parent and arrange for the child to be taken to the dentist immediately. (Foreign matter lodged in lip may cause infection.) Also, see #3 above.

### **6. Broken or Dislocated Jaw**

- Immobilize jaw by placing a scarf, necktie, or towel under the chin tying the ends on top of the head. Contact parent and arrange for the child to be taken to the emergency room immediately.

This is a prescribed form which must be used to meet the requirement of Chapter 5101:2-14 of the Administrative Code