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# cabs

Child And Babysitting Safety

**You're in Charge  
— Be Prepared**

Safety, Prevention, & Basic First Aid

## 7 Rules

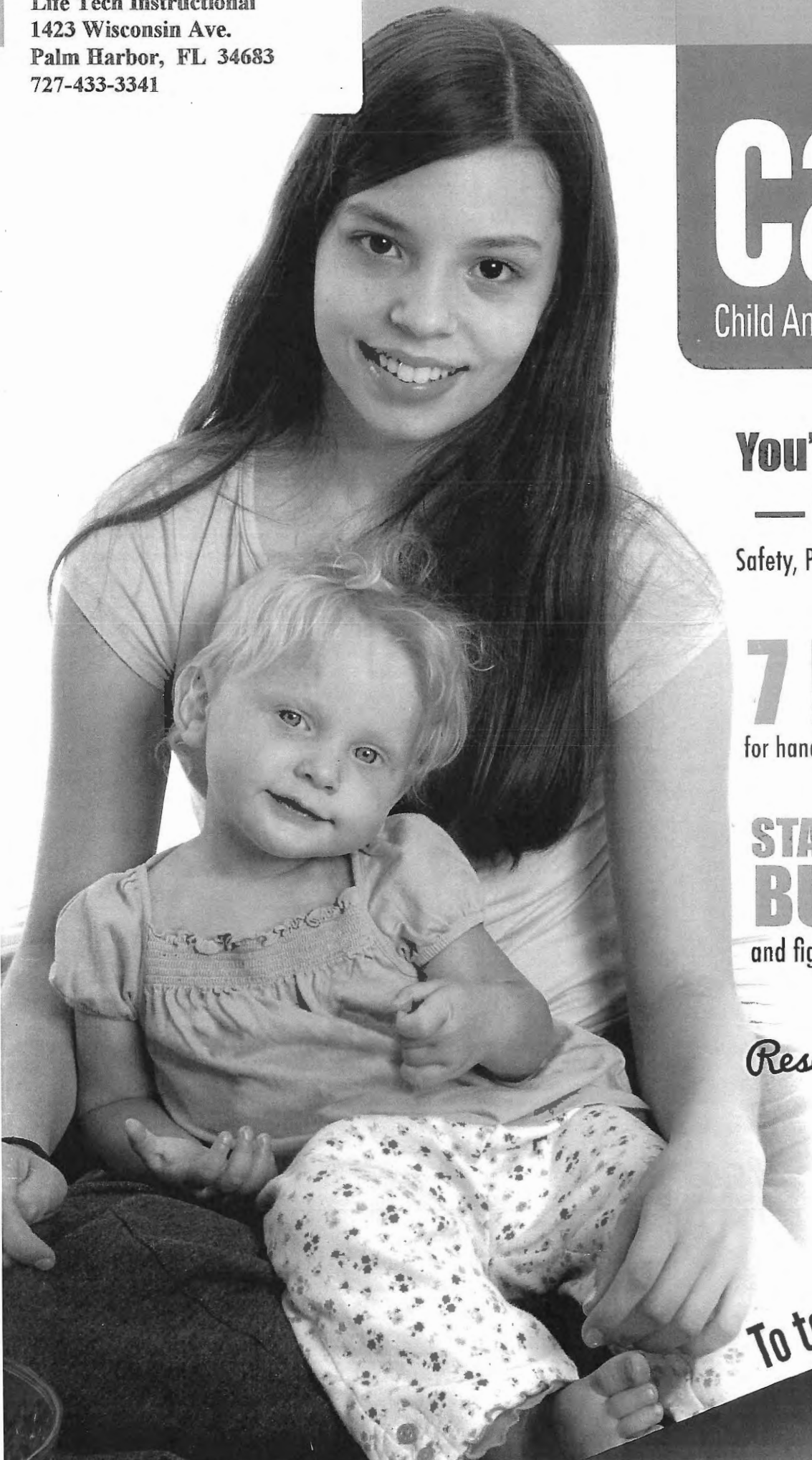
for handling that knock at the door

## STARTING YOUR BUSINESS

and figuring out what to charge

*Resolving Conflicts*

**To text or not to text?**  
*Setting your boundaries*



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## Child and Babysitting Safety (CABS)

When you're watching other people's children, the most important thing you can do is keep those children safe. It doesn't matter if they're members of your extended family or children from your neighborhood. As a babysitter, they are your responsibility.

By taking this class, your parents and the parents of the children you watch will be pleased with how prepared you are. It's a big job and you should look at it that way.

## Babysitting as a Business

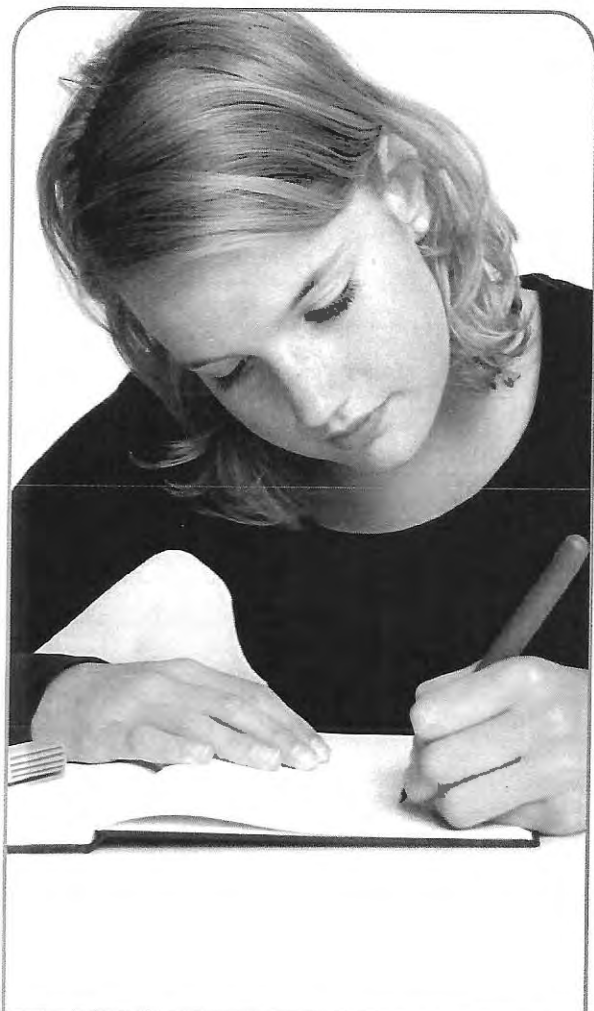
When you decide to start babysitting, you are opening a small business. You are the owner and the main employee. It's up to you to decide how successful your business will be. If you work hard and take your job seriously, you'll do well. If you don't take it seriously, you probably won't be in business very long.

## Starting Your Business

With any business, getting started is the hardest part. Taking this course is your first step in getting started. For most new babysitters, building a babysitting business starts with family friends, then neighbors. Even though they may already know you, there are a few things you should do to get ready for your first job.

## Figuring Out What to Charge

Talk to your parents about how much to charge and what is fair. You can also talk to some older children who have been babysitting for a few years to see what they get paid. When you approach parents about caring for their children, you will want to have a price in mind. Often, babysitters have an hourly rate that changes depending on how many children they are watching and their ages.



## Help the Parents Get to Know You

One way parents can learn more about you is by providing them with your resume. A resume is an information sheet, usually one page long, that lists your qualifications to do a job. It helps the parents to get to know you better. You're a kid, so no one expects you to have a lot of stuff on your resume, but having one is still a good idea. You'll use it to introduce yourself.



### Things to mention on your résumé might include:

- Scouting/4H
- Church groups
- Organized sports you play
- Any activity that you do that shows you are responsible
- Activities that show you have experience as a leader
- Completion of this course
- Any other safety training/first aid classes you have taken

You should also include your contact information and your parents' names. This will be useful so the parents can speak to your parents, if needed.

## Letting People Know You Are Open for Business

As you get started with your new business, you have to let people know you are available. Even if you are starting with family and friends, having a flyer to give them can show them you are serious.

Make up flyers with your business name and your phone number, but don't include your street address, your age, or gender.

- a. Don't use your name in your business name
- b. Think of a name that sounds like a parent can trust it

*Just remember to be careful about how much information you make available.*

Post flyers at your church, at clubs, and give them to friends with younger brothers and sisters. Ask your parents to post them at their work. Be careful though, about posting them in public places like grocery stores or at the mall.

You should also be careful posting your personal information online where anyone can access it. There are online referral services that allow babysitters to advertise and can include recommendations.

**The best way to grow your business is to do a great job.** When you do a great job, your customers will tell their friends. Sometimes this will provide more than enough babysitting jobs for you. Word of mouth and referrals are by far the best way to grow your business. Don't be afraid to ask the people you babysit for to pass along your information to their friends who need babysitters.





## Getting to Know the Family You Are Babysitting For

Before you babysit for a family for the first time, you should learn more about the parents and the children you will be babysitting. You should do this even if you are babysitting for friends or neighbors. This can be done by interviewing the parents and meeting the children. Ideally, this would happen in a meeting before the first time you show up for the job. By interviewing the parents, you will have a better understanding of their expectations of you as a babysitter. By meeting the children beforehand, you can get a better idea of what they are like and it can help you plan your activities when you babysit them.

During the interview, you should also collect important information about caring for the children while the parents are away, including emergency contact information.

*This handbook will address some of the other specifics you'll want to ask and things to look for when you talk to the parents.*



### Some of the basic questions will include:

- The number of children and their ages
- The length of job and the time of day
- Any children with special needs
- Any specific activities you need to discuss
- Any rules or restrictions to follow
- Pets and whether they are friendly
- Any diet/food restrictions or preferences
- Restrictions or preferences regarding such things as cooking for or bathing children



## Job Information Sheet

To help make sure you collect all the important information, a Job Information Sheet is included in this handbook. Make copies of the form and fill it out when you are interviewing parents about caring for their children.

Fill out a separate Job Information Sheet for each child you'll be watching. It may seem like a lot of extra work, but it will pay off later. The sheet includes places for you to record any allergies or medical problems as well as suggested snacks and things they like to do. You can also make notes of things they like and don't like.

**★ If you ever have a serious problem while babysitting and have to call 9-1-1, have the Job Information Sheet available to give to the emergency responders while the parents are on their way.**

And remember, you are interviewing the parents as much as they are interviewing you. If you get an uncomfortable feeling about a child or a situation while talking to the parents, it's better to turn the job down.

## Babysitter's Parents

Your parents may want to be involved in this interview. They may want to take a quick look at the place where you will be working to make sure it is safe for you. Your parents will also want to check the date and time to make sure there aren't any conflicts on the family calendar. They will also want to make clear who is responsible for transportation. (Are your parents going to pick you up when you're finished, or will the children's parents take you home?)



## Before the Parents Leave

When you arrive for a job, take a few minutes to talk to the parents and update the Job Information Sheet.

Ask if anything has changed or if there is anything special you need to know.

### Ask about :

- Homework
- Computer use
- Playtime
- Walks
- Naps
- Pets
- Leaving the house/property
- When they expect to be home
- Details about meals and/or snacks
- Safety walk-through
- Child's bathroom habits



## Proper Child Supervision

Once the parents have left, remember you are on the job. You are responsible for the child, or children, in your care. This means you shouldn't stop what you're doing to watch your favorite show, call a friend, or take a break.

It's easy to get distracted when caring for children, but you can't afford to do that. If you are paying more attention to the television than the children, turn it off and play a game. Small children will wander off without letting you know where they're going.

Caring for infants can make it harder to stay focused. They can't talk or do much, so it's easy to get distracted, but you can't leave them alone. They are helpless and rely on you for everything.

When you are playing games with the children, or watching them play, make sure the toys they have and the games they are playing are appropriate for their ages.

Each of the above topics will be addressed throughout this handbook, but remember that as the babysitter, you are in charge. This is your job, so take it seriously.

## Telephone Safety

As part of your interview, ask the parents if they want you to answer the house phone. Often, parents will tell you to let the answering machine get any calls while they are away. If the parents call to check in, wait until you hear their voice and then pick up the phone.

### If you do answer the phone:

- Do not let the caller know you are the babysitter.
- If you answer the phone, say, "Hello, this is the \_\_\_\_\_ residence."
- If they ask who you are, simply tell them you are a friend of the family.
- If the caller asks whether the parent(s) are home, say, "They are busy right now – may I take a message?"
  - » Don't offer too many details or say things like, "They're taking a nap" or "They're taking the garbage out." The caller may ask you to wake them, or they will wait for the person to come in.
- If the caller persists or becomes rude, hang up.
- If you are afraid or feel threatened, call your contact person, 9-1-1 or your emergency number.
- If you do take a message, be sure to write it down.



## When Someone Knocks

- Whenever you're caring for a child, make sure the doors are locked.
- NEVER open the door to strangers.
  - » If there is a peephole in the door, take a look. If you don't know them, **DON'T OPEN THE DOOR!**
  - » Opening the door just a little can allow a person to enter the home.
- Just because a person is at the door in a uniform doesn't mean they are safe. Look out the window for an official vehicle.
- A delivery person can leave the package by the door, with a neighbor, or they can come back later.
- If the person will not go away, call 9-1-1 or your emergency number.
- If you and the children are in the backyard, lock the front door. If you are in the front yard, lock the back door.
- Do NOT go outside to investigate suspicious noises or activity.
  - » Turn on outside lights, make sure all doors are locked, and call the police.



### Personal Calls and Texting

Remember this is your job and you are there to take care of the children. Don't make personal phone calls while at work. The same goes for texting. If you are texting with your friends, you're not doing your job. And when young children are not properly supervised, they can get hurt.



### Computer Safety

Many children, even very young ones, play computer games. Ask the parents if the child is allowed to spend time on the computer and how long they can be online. Ask about "safe" websites they can visit and if the computer has parental restrictions in place. If possible, get a list of sites they can visit.

Do not leave children unsupervised when they are online.



### Bathroom Use

**For you:** When you have to leave the child alone to use the bathroom, make sure the child is in a safe place and busy. Let the child know you have to use the bathroom and that you will be right back. Don't just disappear. Return to the child as quickly as you can.

**For the children:** Discuss bathroom habits with the parents before they leave. Find out if the child is used to having the door shut or open, especially for children new to potty use or still in training. Give them privacy, but stay close by, just outside the door. Don't leave young children alone in the bathroom.

When not in use, make sure the toilet seat is down and the bathroom door is shut.



## Safety Walk-through

Before the parents leave, ask them to walk through the house with you to discuss any potential hazards.



### Bite and Sting Hazards

There are a few things you can do to avoid bites and stings. Don't harass insects and animals when playing outside. Avoid bright-colored clothing, perfumes, and lotions with fragrances. Make sure food garbage is picked up and in containers.



### Burn Hazards

Hot water scalds are the most common burns in young children. Test bath water before the child enters the bath. Turn handles of boiling pots inward on stoves. Make sure matches and lighters are in a secured drawer or cabinet.



### Choking Hazards

Choking is the fourth leading cause of death in children aged 14 and younger.

Get down on the floor on your hands and knees to pick up any small objects before allowing a baby to crawl about. Don't give a child under age three dried beans, bean-bags, peas, or other hard objects smaller than the child's fist, and don't give them toys with small parts they can pull or chew off.

If you give a child a small snack or a meal, cut all food into small, bite-sized pieces and remind the child to chew small amounts thoroughly before swallowing. Remove all bones, shells, and tough skins or casings from food before serving it. Do not give them hard candy, nuts, foods with seeds or pits, hard pieces of raw fruits and vegetables, popcorn, or chewing gum.

Don't give children latex balloons.

Use an empty toilet paper roll to test small toys. If the object fits through the roll, it is a choking hazard for children under age three.

Important lessons about choking prevention include:

- Not moving about, playing, running, or jumping while eating
- Spitting food out into a napkin if he or she must cough or sneeze
- No chewing gum
- Not sucking on erasers or pencil caps

## Electrical Hazards

If you notice a frayed or broken electrical cord, an uncovered electrical outlet, an extension cord, or a power strip, keep children away and turn off the power if you can do so safely. If you can't turn off the power, alert the parents to the potential problem.

Consider any fallen or broken wire extremely dangerous. Do not approach within eight feet of a wire, victim, or vehicle that is possibly energized. Call the parents or 9-1-1 to have trained personnel sent to the scene. Never attempt to handle wires unless properly trained and equipped.

Keep a safe distance between power lines and ladders, tools, and work materials.



## Fire Hazards

Fires can happen quickly and become out of control in a short period of time. You must be prepared to handle this emergency.

- Plan ahead. Always have two escape routes out of the house. If one route is blocked due to the fire, you have an alternate route.
- Do not hesitate. Leave immediately.
- Gather all the children and get them out safely. Call for help from a neighbor's house.
- NEVER go back into the house once you and the children are outside and safe.
- Don't stop to gather toys or valuables. If there are pets, leave the door open on your way out.
- If the house is filled with smoke, stay low to the ground and crawl.
- Don't open any doors if the handle is hot. This means the fire is on the other side of the door.
- If you are trapped in a room, keep the door closed and shove clothes or towels under the door to keep smoke from entering.
- If you can, break a window and climb out. If it is too high to jump, wave a towel or sheet to attract attention.
- If you are babysitting in an apartment and the building is on fire, use the stairway instead of the elevator.

If someone is on fire, tell the person to STOP, DROP, and ROLL. Try to smother flames with a coat, rug, or blanket, or douse them with water.





## Poison Hazards

- Always supervise children in your care.
- Inspect the home, from a child's-eye view, for poison safety.
- Keep poisons locked up and out of sight and reach of children.
- Return products to safe storage immediately after use.
- Read and follow label directions on all products before using.
- Never tell children that medicine is candy.
- Never take medicine in front of children. They often imitate others.
- Keep all purses, diaper bags, and backpacks out of reach of children.
- Keep products in original containers. Never put them into food containers.
- Do not turn your back on a child when a hazardous product is within reach.
- Discourage children from mouthing paint brushes, fingers, crayons, or other art objects and materials.
- Teach children not to put any part of plants in their mouth.
- Keep the phone number of the Poison Control Center attached to the telephone (800-222-1222).
- When prevention fails, act immediately in a calm manner.

## Fall Hazards

Look for places where a child could fall, or something could fall on the child and cause an injury. These may be temporary hazards, if the family is doing some work on their home, or permanent hazards, like stairs or stone walls outside.



Supervision is key. Supervise young children at all times around fall hazards, such as stairs and playground equipment, whether you're at home or out to play.

Play safely. Falls on the playground are a common cause of injury. Check to make sure that the surfaces under playground equipment are safe, soft, and well maintained (such as wood chips or sand, not dirt or grass).

Check for home safety devices, such as guards on windows that are above ground level, stair gates, and guard rails. These devices can help keep a busy, active child from taking a dangerous tumble.

Keep sports safe. Make sure children wear protective gear during sports and recreation. Use wrist guards, knee and elbow pads, and a helmet when in-line skating.

## Water Hazards

Potential water hazards include backyard pools, but can also be fountains or fish ponds in the yard or even buckets. Leave toilet seat covers down when not in use.

Remember, a toddler can drown in just a few inches of water. Never leave a child alone near water.



**Do not give children baths.** Only provide sponge baths. As a babysitter, you should inform parents that you cannot supervise children during any water activities. If there is a swimming pool where you babysit, make sure the gate or sliding glass door is shut and locked and the children cannot get to the pool.

## Shaken Baby Syndrome

If you shake a baby, its head moves back and forth quickly. Infants and young children have not yet developed muscles in their necks to control their heavy heads. This can cause brain damage.

**NEVER shake a baby!** If you are angry, set the baby or child down in a crib or playpen and take a few minutes to calm down, and then try some of the tips listed below. If nothing works and you find yourself getting more and more frustrated, call for help. This is a true emergency situation. The parents may need to come home.



*Try some of the following tips to help calm a crying baby.*

- Feed the baby slowly and burp him/her often.
- If available, try giving the baby a pacifier.
- Hold the baby against your chest and walk with them or rock them gently.
- Change the baby's diaper.
- If available, use an infant swing.
- Try engaging them in play. Redirect their attention.
- If nothing works, call your contact person or the parents.
- If you feel yourself becoming frustrated, TAKE A BREAK!

» **Never take your frustration out on the child!**

## SIDS Awareness

SIDS stands for Sudden Infant Death Syndrome. This can happen to infants less than one year of age when they are sleeping. No one knows what causes SIDS, but there are some things you can do to prevent it. Use safe sleep practices when caring for an infant.

### Safe Sleep Practices

- Check on infants frequently while they are sleeping.
- Place babies on their backs to sleep.
- Avoid overheating (too much clothing or bedding).
  - » Keep the room cool, between 62°–68°F.
- Use firm, flat mattresses in safety-approved cribs.
- Blankets should not be used.
- Provide smoke-free environment.



Caring for an infant requires special attention. Infants are helpless and completely dependent on others. If you are uncomfortable caring for an infant, turn the job down. You can gain more experience and confidence caring for your own younger brothers and sisters at home or in your family before you take on the care of an infant outside your family.



## Tummy Time

When an infant is awake, it is a good idea to give it some tummy time. This helps avoid head formation problems from lying on its back all the time. It also helps the baby develop upper body muscles and learn to control them.

For safe tummy time, spread a clean blanket on the floor away from any furniture or walls. Place the infant on the blanket on his tummy. Leave him there for 5 to 10 minutes at a time, but do not leave him alone. Be sure to watch the baby the entire time.





## You're in Charge – but You're not the Parent

From time to time, children will try to test you. It's their way to see what they can get away with when their parents aren't home. Your job is to keep them safe and out of trouble, but you aren't the parent and should never try to be.

It is always a good idea to ask the parents what they do when the child disobeys. Do what they do if you can.

## Negotiations

Caring for children is an ongoing process. There are no simple answers that work for every child or in every situation. The best way to care for children and keep them in control is to establish a relationship with them. Get to know the children you are watching and let them get to know you. Do this by:

- Spending time with them
- Listening to them
- Following their lead when playing
- Responding to the child's needs

You should always set a good example by showing them what you want them to do or giving them better options rather than just saying "no".





## Conflict Resolution

There will be times when a child refuses to accept your directions or do what you ask. Choose your battles wisely. If the behavior is not dangerous, try to ignore it while you move the child on to another activity.

There may come a time when a child simply refuses to obey and you can't ignore it any longer. Again, you should follow the parents' rules on discipline, even if you don't agree with them. If the child's actions are dangerous, you have to stop them immediately.

**You should NEVER HIT, STRIKE, OR SHAME A CHILD.**

## Giving a Time-out

If the parents have told you to use a time-out in the event of a problem, do so sparingly. You should not use a time-out for every problem or use it for children under two years of age.

### During the time-out:

- Avoid making eye contact or talking to the child.
- For safety, keep the child in sight at all times.
- Use one minute of time-out for each year of the child's age.
  - » 3-years-old = 3 minutes of time-out
- End the time-out on a positive note.
  - » Allow the child to feel good again.
- If the child refuses to go to time-out, give them consequences.
  - » "If you don't go to time-out, you can't play the game with the rest of us."
- If the child will not go to time-out or stay in it, or continues to disobey, use the list of numbers provided by the parents to call a neighbor, relative, or the parents themselves.

Never promise a child you will lie to their parents. Even if the child obeyed your instructions and you resolved a problem without calling the parents, you should tell the parents about any problems you had while babysitting.



*End the time-out  
on a positive note!*

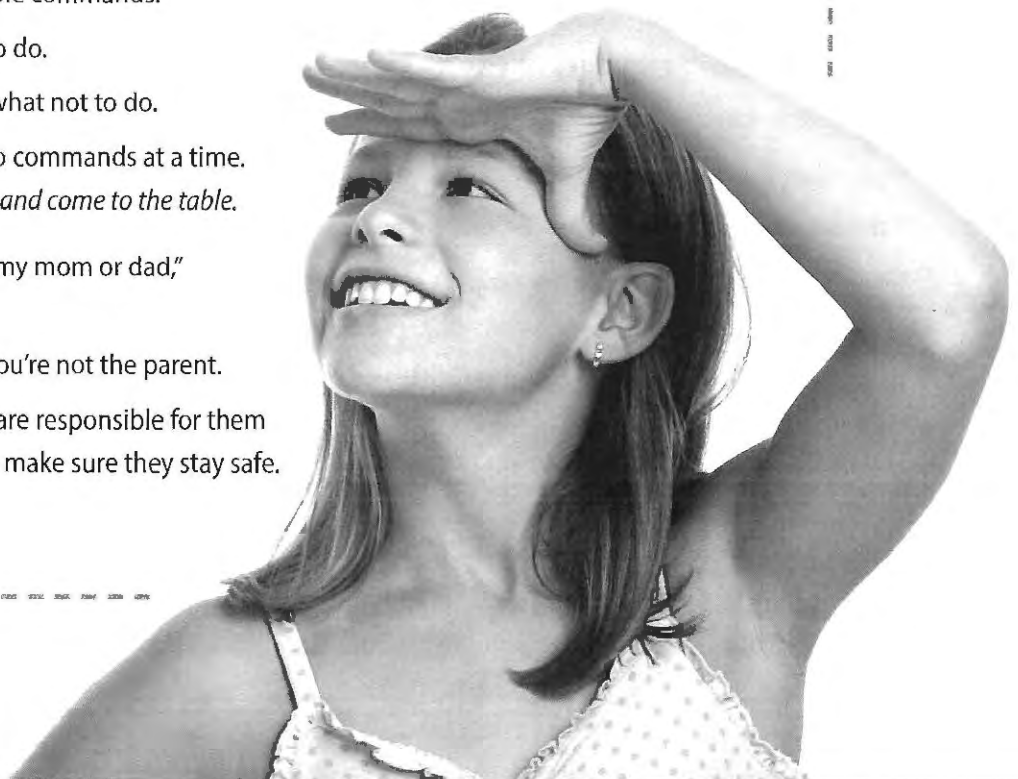
## Setting Boundaries

Your job as a babysitter is to care for children while the parents are away. While it is best to keep the children active and entertained, and can be a fun job, that does not mean you should let children do whatever they want. Children will quickly learn that they don't need to respect you or listen to anything you ask of them if you don't maintain the house rules.

To keep control you have to set boundaries about what children can do and what they can't.

### To do this, you should:

- Follow the parent's rules, as they explained them to you during your interview.
  - » Many parents will have limits on things like television time, computer time, or handheld electronic game time. Follow those limits.
- Follow the parent's routine as much as possible.
  - » Stay on the child's schedule for mealtime, naptime or bedtime, and television or playtime.
  - » A consistent routine can help a child feel more at ease when the parents are away.
- Expect children to act their age and at their level of development.
  - » Don't treat them as if they are younger or older than they are.
- Establish simple rules and follow them yourself.
- Use clear, direct, and simple commands.
  - » Tell the child what to do.
  - » Avoid telling them what not to do.
  - » Only give one or two commands at a time.  
*Ex: Wash your hands and come to the table.*
- If a child yells "you're not my mom or dad," agree with them.
  - » The child is right – you're not the parent.
  - » Let them know you are responsible for them and you are there to make sure they stay safe.





## Respectful Disagreements with Parents

When it comes to disciplining a child, it is best to follow the parents' rules and routines. But there are times when a parent may suggest you do something that you feel is unsafe. For example, a parent may suggest that you heat up baby formula in the microwave.

This is an opportunity for you to be a leader and respectfully disagree with the parents without arguing. You can say "...but if you don't mind I'd like to prepare the formula with hot water from a pan" or some other method. The parent may not realize the potential danger of using a microwave to warm the baby's bottle and you can use this as an opportunity to educate them.

If a parent instructs you to do something you feel is unsafe, and will not accept your alternative solution, it is better to turn down the babysitting job.





## PLAY TIME

Kids love to play and playing is how young children learn. You should plan games and activities to keep them entertained and active. Physical activity will also help them sleep at night or during nap time. That is something the parents will appreciate.

Keep children you are watching active; don't watch television the whole time you are with them. It will make for a better experience for them and you.

### **Infant**

**0-1 year of age:** Games like peek-a-boo, a rattle, and toys that make sounds are sure to bring a smile or laugh. Once the infant can roll, make sure that only safe toys are within his or her grasp.

### **Toddler**

**1-3 years of age:** Playing ball (rolling, not throwing unless outside), a puppet show (socks make great puppets), hide-n-go seek, reading books, playing blocks, or listening to music.

### **Preschool**

**4 & 5 years of age:** Arts and crafts, physical games (best played outside), reading, drawing, playing house, and pretend games.

### **School age**

**6-10 years of age:** Operate electronic games, computers, TVs; more athletic ability and manual dexterity; more complex games.

## Staying Involved



During play time, especially outside, you need to watch children closely and be prepared to respond to a problem. Children like to test their own abilities, to see how far they can jump and how high they can climb. Stay involved and aware of what the children in your care are doing.

While children are playing, stand where you can watch the play area. Scan the area for hazards. Stay positive and let the children have fun, but be aware of possible problems.

## Bringing Your Own Toys

While it may sound like a good idea to bring along special toys for a child to use, **don't do it**. It would be difficult to have age-appropriate toys for every child you care for. They could also be contaminated or unsanitary, making children sick.

If you brought a toy along that was broken, had a small piece that caused a child to choke, or had been recalled for safety reasons, a child could get hurt. If one of the children you cared for got hurt with a toy you brought to the house, it could mean trouble for you. You are better off using the child's own toys that the parents provide.

It's okay to bring a new item like a coloring book as a gift, but that isn't something you want the child to expect every time you babysit either.



## Handwashing

Washing your hands often will help reduce the spread of germs. It is the most important step you can take to keep you and others from getting sick. Follow these rules regarding handwashing.

### Wash Hands Before:

- Preparing food
- Eating

### Wash Hands After:

- Changing a diaper
- Using the bathroom
- Handling food
- Playing with animals
- Coming in contact with blood  
(such as small scrapes, cuts, bloody noses)
- Wiping a child's nose or your own



### Wash Your Hands Properly

1. **Wet hands and use soap:** Use warm running water that drains out. Use soap, preferably liquid.
2. **Rub:** Rub your hands together for at least 20 seconds. Scrub all surfaces including the back of hands, wrists, between fingers, and under fingernails.
3. **Rinse:** Rinse hands well under running water until all the soil and soap are gone.
4. **Dry:** Dry hands with a hand towel, or preferably a paper towel.
5. **Turn off water:** Use a hand towel or paper towel, not your clean hands, if possible.
6. **Discard the used paper towel** into a covered trash container with a foot pedal, lined with a fluid-resistant (plastic) bag if available.

Have children wash their hands frequently as well, for at least 20 seconds. To keep them entertained while they wash, have them sing this song through twice, to the tune of *“Row, Row, Row Your Boat”*:

“ Wash, wash, wash your hands  
Play our handy game.  
Rub and scrub, and scrub and rub.  
Germs go down the drain. HEY!

(repeat)

Wash, wash, wash your hands  
Play our handy game.  
Rub and scrub, and scrub and rub.  
Dirt goes down the drain. HEY!



### **Alcohol-based Hand Sanitizers**

If soap and water are not available, use an alcohol-based hand sanitizer or rub that contains at least 60 percent alcohol. They can quickly reduce the amount of germs, but do not eliminate all germs and are not effective when hands are visibly dirty.

Pour a small amount of the sanitizer into the palm of one hand. Rub your hands together, working the sanitizer into all surfaces, until your hands are dry.

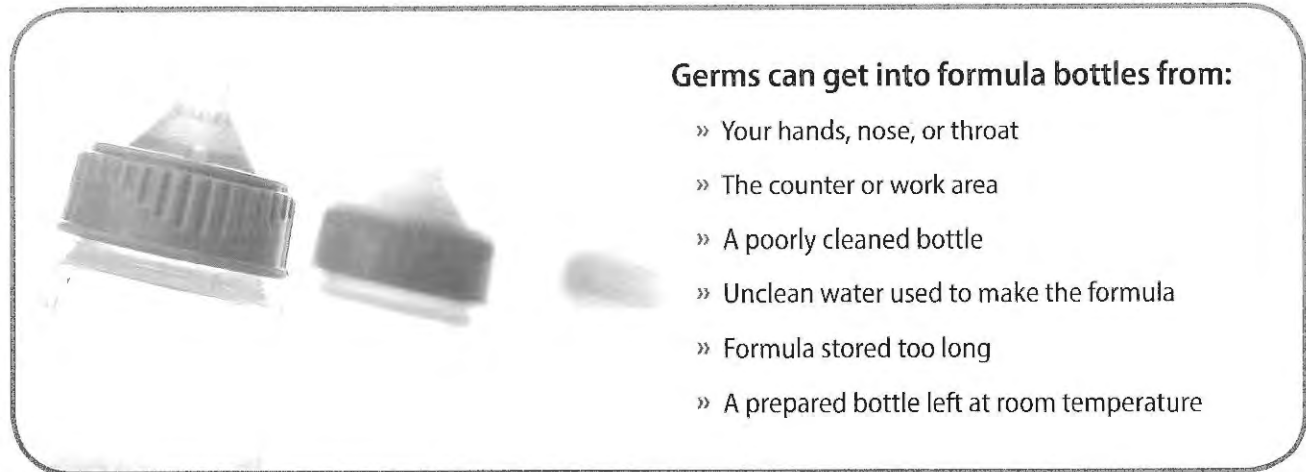
Always keep hand sanitizers out of the reach of young children and infants.



## Feeding an Infant

It takes some extra preparation to feed an infant. Before you start, you should know how to hold an infant. Handle infants gently and always support the head and neck when you are holding them. When you are feeding an infant, hold them. Don't prop a bottle on pillows or blankets, or place it in bed while the infant sleeps.

*Make sure everything is clean, including your hands, before you get the food ready.*



### Formula

There are several things to remember when preparing baby formula. It is important that you prepare it correctly and store it safely. Check the package for preparation and storage instructions. You don't want to give a baby old food. It can make them sick.

When you prepare formula, label it with the child's name and the date you prepared it.

### Breast Milk

Like formula, it's important to store breast milk carefully so it doesn't spoil.

- Keep breast milk refrigerated when not being served.
- Use breast milk on the day it is brought to you.
- Throw away all milk not used within 12 hours.
- Never give breast milk intended for one child to another.

Breast milk may appear thinner, paler or even bluish in color compared to formula. This is normal. If it has been stored properly, it is completely safe and very nutritious for the infant.

Do not store defrosted breast milk for longer than 12 hours. Do not refreeze previously frozen breast milk.



### **Warming Breast Milk or Formula**

Do not warm infant formula, baby food, or breast milk in a microwave oven. A microwave heats unevenly and can burn an infant's mouth.

#### **To warm a baby's bottle:**

- Run warm water over the bottle.
- Place the bottle in a pan of warm water.

Warm breast milk or formula until it is lukewarm only. Always test it before giving it to the infant by sprinkling a few drops on the inside of your wrist.

### **Burping**

Babies can swallow air while they drink from a bottle, so they need to burp occasionally. Ask the parents to show you how to burp the baby and ask them how often they typically burp the child. They may wait until the end of the bottle, or they may burp the infant every few minutes.

Swallowed air can lead to discomfort for the infant, leading to uncontrollable crying. If you have any problems or concerns when you are on your own, contact the parents or your contact person.

## Feeding a Child

If possible, the parents should provide cold foods for the children to eat, or feed them before they leave. A babysitter should not have to cook meals.

If you are watching children during mealtime, always stay in the same room while they eat. Do not leave them alone.



### If You Have to Prepare a Meal:

- Ask the parents what to prepare before they leave.
- Cut food into bite-size pieces for smaller children.
  - » For example: cut a hot dog in half lengthwise and then cut crossways in bite-size pieces.
  - » Mash grapes or cut them into small, non-round pieces before serving to children under age 4.
- Do not operate any appliance unless you have been shown how it works.
- When preparing food on the stove, use the back burners or make sure pot handles are pointed backwards.
- If you use the oven, do not leave the door open and unattended.
- Test hot foods to make sure they aren't too hot for the children.
- Place small children in a playpen or highchair (safety straps secured) while you prepare the food.
- Keep all knives and sharp utensils out of the child's reach.
- Don't allow the children to stand on a chair or sit on the countertop and "help you" prepare the food.
- Clean up after yourself.
  - » Put food away properly and wash the dishes.



### Avoid These for Small Children

There are several foods that can cause a small child (under age 4) to choke. Avoid serving them. They include:

- » Hot dogs
- » Peanut butter
- » Hard candy
- » Raisins
- » Peanuts
- » Raw carrots
- » Whole grapes
- » Popcorn

## Diapering

The first rule in diapering a child is never to leave the child alone, even for a second to grab something. Before the parents leave, have them show you how and where they diaper the child and where they store supplies.

### Important Rules About Diapering

- Keep all creams, lotions, and cleaning items out of the reach of children.
  - » Never give a child any of these items to play with while being diapered. The child could be poisoned.
- Make sure you use a safety belt or strap to secure the child, if available.
  - » Even if you have a safety strap or guardrails on the changing surface, it is a good idea to keep one hand on the child at all times. This will help prevent the infant from rolling off the changing table or surface and getting hurt.

### Steps to Diapering

1. Check to make sure everything you need is ready.
2. Place paper or other disposable cover on diapering surface.
3. Put on a clean pair of disposable gloves, if available.
4. Pick up the child.
  - a. If the diaper is soiled, hold the child away from you.
5. Lay the child on the diapering surface.
6. Remove soiled diapers and clothes.
7. Put the used disposable diaper in a lined, covered can.
  - a. Do not put diapers in toilet.
  - b. Bulky stool may be emptied into toilet.
8. Put soiled clothes or cloth diapers in a designated container.
9. Clean the child's bottom, front to back, with a moist disposable baby wipe.
  - a. Wipe front to back using the baby wipe only once.
  - b. Repeat with fresh baby wipes if necessary.
  - c. Pat dry with paper towel.
10. Dispose of the wipe or towel in a lined can with cover.
11. Remove your gloves.
12. Wipe your hands with a moist disposable wipe. Dispose of it in the lined, covered step can.
13. Diaper or dress the child. Now you can hold him or her close to you.
14. Wash the child's hands.
15. Wash your own hands thoroughly.





## Removing Disposable Gloves

Follow these steps for removing contaminated gloves.

### 1. Grasp the first glove.

- Always remove contaminated gloves carefully. Never snap gloves, as this may cause blood or other body fluids to splatter.
- Without touching any bare skin, pinch the glove at either palm with the fingers of the opposite hand.

### 2. Remove glove inside out.

- Gently pull the glove away from the palm and toward the fingers, turning the glove inside out while removing it.
- Gather the glove just removed with the gloved hand.

### 3. Slide a finger under the second glove.

- Without touching the outside of the glove, carefully slide a bare index finger inside the wrist band of the second gloved hand.

### 4. Remove second glove inside out.

- Gently pull outwards and down, inverting the glove and trapping the first glove inside.
- Throw away gloves in an appropriate container to prevent further contact.
- Even after using gloves, use soap and water to clean hands and any exposed skin. Use an alcohol-based hand sanitizer if soap and water are not available.



## Handling a Crying Baby

Try some of the following tips to help calm a crying baby.

- Feed the baby slowly and burp him/her often.
- If available, give the baby a pacifier.
- Hold the baby against your chest and walk or rock them gently while you stand.
- Change the baby's diaper.
- If available, use an infant swing.
- Try engaging them in play. Redirect their attention.
- If nothing works, you may want to call your contact person or the parents.
- **If you feel yourself becoming frustrated, TAKE A BREAK!**  
Never take your frustration out on the child!



## Infant Safe Sleep Practices

### SIDS Awareness

SIDS stands for Sudden Infant Death Syndrome. This can happen to infants less than one year of age when they are sleeping. No one knows what causes SIDS, but there are some things you can do to reduce the chances of it occurring. Use safe sleep practices when caring for an infant.

### Safe Sleep Practices

- Check on infants frequently while they are sleeping.
- Place babies on their backs to sleep.
- Avoid overheating (too much clothing or bedding).
  - » Keep the room cool, between 62°–68°F.
- Use firm, flat mattresses in safety-approved cribs.
- Provide smoke-free environment.



Caring for an infant requires special attention. Infants are helpless and completely dependent on others. If you are uncomfortable caring for an infant, turn the job down. You can gain more experience and confidence caring for your own younger brothers and sisters at home or in your family before you take on the care of an infant outside your family.

### Child Sleep Time

Getting children to go to bed is one of the more challenging tasks for babysitters. You're likely to hear, "I'm not tired; I'm scared; There's a monster under my bed," and many more excuses. Use some of the following suggestions to get children to go to bed:

- Find out the bedtime/naptime routine from the parents and follow it.
- Start preparing them for bed in advance.
  - » Example: *"Bedtime/naptime is in thirty minutes. Time to wind down."*
- Read a book or make up a story. No scary stories!
- Sing or play soft music.
- You may want to stay in the bedroom until the child falls asleep if the child is scared.
- If a child refuses to go to bed, let them stay up with you.
  - » Try getting them to fall asleep on the couch or sofa.
- Do not let a child cry themselves to sleep.
- Explain the problem to the parents when they arrive home.



## Recognizing an Emergency

As a babysitter, it's your responsibility to keep the children you are watching safe. But accidents do happen from time to time, and when they do, it's up to you to respond to them. Responding quickly and following the proper steps can make all the difference.

Performing first aid doesn't mean you have to have a medical degree. First aid is easy to learn, remember, and perform. The following will serve as a refresher for the first aid steps necessary to care for children. However, you should seek certification in a CPR and first aid training course such as ASHI Pediatric CPR, AED, and First Aid or MEDIC First Aid PediatricPlus CPR, AED, and First Aid for Children, Infants, and Adults.



### There are a few basic steps to guide you in providing first aid in an emergency:

- » Recognize a medical emergency.
- » Make the decision to help.
- » Identify hazards and ensure personal safety.
- » Activate the Emergency Medical Services (EMS) system by calling 9-1-1.
- » Provide supportive, basic first aid care until help arrives.

When you realize there is a problem, and you know you need to respond, the first thing you should do is make sure it is safe for you to give first aid. You don't want to get hurt while you are trying to help someone else.



## Personal Safety

Pause before you approach the child and look for obvious hazards. Look for traffic or falling objects and any hidden dangers before you move in, like electrical power cords or unusual odors. If it isn't safe, stay back, call EMS, and wait for professional help. If, for any reason, the scene becomes unsafe, get out.

If the child is hurt and bleeding, you should protect yourself from contact with blood. The risk of getting a disease from touching blood or other body fluids is very low, but it's best to take simple precautions to make sure it doesn't happen. Disposable gloves are the most common barrier. Make sure there is a supply of gloves in the first aid kit. If gloves aren't available you can use something else, like a plastic food storage bag, to protect yourself.



## Assessing for Illness and Injury

After you've made sure it's safe for you to provide first aid, approach the child and begin what is called a "primary assessment". If the child appears unresponsive, tap or squeeze the shoulder and ask loudly, "Are you okay?" For an infant, tap the foot and yell loudly to startle her. If the child doesn't respond, ask someone else to call EMS (9-1-1) and get help on the way.

If you're alone, continue to check the child. Quickly check for normal breathing. Normal breathing is effortless, quiet, and regular. Weak, irregular gasping, snorting, or gurgling sounds mean the child isn't breathing normally and you need to take action. If the child isn't breathing, give two minutes of CPR before you call EMS (9-1-1) (see CPR section).



## When to Call for EMS

When a child is seriously ill or injured, call the parents as soon as possible, but call EMS first. In the United States, the most widely available method of contacting EMS, the fire department, or even the police is to dial 9-1-1. Call 9-1-1 immediately any time you recognize an emergency exists or you believe a child needs professional medical attention. Stay calm and give as much information as you can, including the street address where you are, and what the problem is. Do not delay getting EMS on the way.



## Basic First Aid Care

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- Provide supportive, basic first aid care until help arrives.

## Bites and Stings

Many different insects, reptiles, animals, and even humans can cause bites or stings. Most are not serious and cause only minor swelling, redness, pain, and itching.

In general, care for bites and stings by washing the site with soap and water. If the child is wearing a ring or other jewelry in the affected area, remove it because swelling may occur. Cover the area with a bandage. Apply an ice pack to reduce swelling and pain, but *never* for a snakebite.

### Bite and Sting Care

At the site of a bite, you might see tenderness, swelling, pain, itchiness, and redness.

If you think a child has been bitten by a venomous animal like a snake, or stung by an insect such as a bee, wasp, or fire ant (especially if the child has known allergies), contact EMS (9-1-1) immediately.

If a stinger is present in the skin, quickly remove it.

Do not use tweezers to remove the stinger. This can release more venom into the sting site.

- Use a firm straight edge, like a credit or bank card, a playing card or similar, to scrape the stinger and remove it from the skin.
- After removing the stinger, clean the wound with warm water and soap.
- Apply ice or very cold water to cool down the sting site. This will help relieve the pain.





#### Signs of allergic reaction include:

- 
- |                    |                            |                        |
|--------------------|----------------------------|------------------------|
| • Pain             | • Anxiety                  | • Fever                |
| • Warm or red skin | • Rapid or irregular pulse | • Weakness             |
| • Itching          | • Hoarseness               | • Nausea and vomiting  |
| • Hives            | • Difficulty swallowing    | • Difficulty breathing |
- 

Watch the child for at least 30 minutes after the bite or sting. If any of these things appear, you should suspect an allergic reaction and call 9-1-1 immediately.

Bites from animals and humans can cause infections. If a child has been bitten and the skin is broken, wash the bite thoroughly and flush the bite with large amounts of water. Control any bleeding with direct pressure. Call EMS (9-1-1) and the parents if there is a lot of blood or the bleeding does not stop.



# Bleeding Control

## Severe Bleeding

To stop bleeding from any wound, the first step is to put on a pair of disposable gloves.



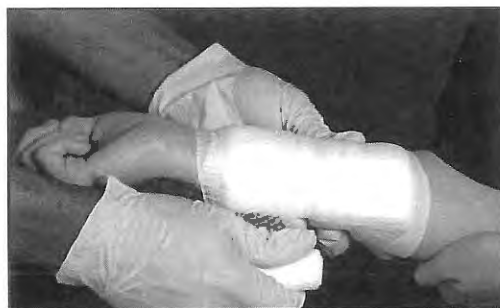
### Apply Direct Pressure

- Quickly expose and inspect wound.
- Using a clean, absorbent pad (sterile gauze if available), apply direct pressure with flats of fingers directly on point of bleeding.
- If a pad is not available, apply direct pressure with just your gloved hand.
- This will slow the bleeding, allowing it to clot and stop on its own.



### If Bleeding Continues...

- If blood soaks through the pad, apply another pad, leaving the initial pad in place.
- Apply more pressure with the palm of your hand.



### Apply Pressure Bandage

- Wrap a roller gauze or elastic bandage around limb and over injury to provide continuous pressure to wound.
- Use enough pressure to control bleeding.
- Avoid wrapping so tight that skin beyond bandage becomes cool to touch, bluish, or numb. Make sure a finger can be slipped under bandage.

### Call 9-1-1 if:

- A wound won't stop bleeding.
- It's deep or long.
- It involves injury to underlying structures.
- It was caused by an animal or human bite.
- It's extremely painful.
- If the child shows signs of shock.

### The parents will want to seek medical attention if:

- It's on the face or a place where the skin stretches on movement.
- It looks infected.
- The wound was caused by a dirty or rusty object.
- It has dirt, stones, or gravel stuck in it.

### Caring for Shock

- If child appears restless or irritable, is breathing fast, has nausea, or has pale, cool, moist skin, lay child flat and maintain normal body temperature.

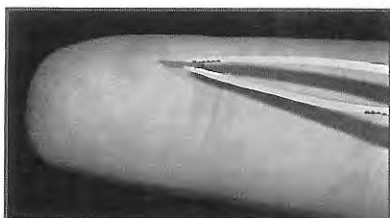
## Cuts and Scrapes

It is common for children to fall down and scrape a knee or a hand while running and playing. You can provide care for minor cuts and scrapes and the child can probably continue playing. However, if you see a lot of blood or the wound doesn't stop bleeding, activate EMS and call the parents.

An abrasion happens when bare skin scrapes across a rough surface. It is important to remove dirt and other material to prevent infection.

A laceration is a long, narrow cut in the skin. The depth and length of a laceration can vary. Deeper and longer cuts may require stitches to help them heal properly.

Puncture wounds penetrate through the skin and into the underlying tissue. They are hard to clean and likely to become infected.



Splinters are small pieces of wood, metal, or glass that get embedded underneath the surface of the skin. Remove splinters to keep them from becoming inflamed or infected. If there is a protruding end, use tweezers to grab the splinter and pull it out in the direction it entered. If the splinter is deep or you can only get a piece of it out, let the parents know so they can seek professional medical care.

After you have controlled the bleeding, wash all minor open wounds with clean, running water, with or without soap. Do not apply prescription or non-prescription lotions or creams without written orders from a health professional and written permission from the parents.

## Nosebleeds

Nosebleeds are a fairly common problem for small children, but they usually aren't serious.

Have the child sit up straight, with the head tilted forward. Pinch the nose with your thumb and index finger and hold it for about ten minutes. Have the child spit out any blood in the mouth. If bleeding doesn't stop, call EMS (9-1-1) immediately.



If any wound raises questions or concerns, do not hesitate to contact the parents and seek further medical attention. Let the parents know about any injury; give them the details of what happened and the care you provided.



## Caring for Burns

*(Heat/Thermal, Chemical, Electrical)*

Heat, chemicals, and electricity can cause burns. Minor burns, a common issue with children, include those that involve the outer layer of the skin and result in redness and pain. Severe burns can cause serious damage to the body. Deep burns over a large area of the body are the most severe. If the child has a large or severe burn, call EMS (9-1-1) immediately.

**Before you provide care for a burn, make sure it is safe for you to approach the child.**



### Heat/Thermal Burns

- Expose the affected area by cutting or tearing away clothing.
- If any clothing is stuck to the burn, do not remove it.
- If present, remove any jewelry near the burned area.
- Cool the burn with cool water as soon as possible.
  - » Keep cooling it until the pain is relieved.
  - » This will reduce pain, swelling, and the depth of injury.
- Cover the burn with a loose sterile pad.
- Separate fingers or toes with dry, sterile, nonadhesive dressings like gauze.

Minor burns usually heal without further treatment.

Blisters can form from burns or when skin is rubbed repeatedly, causing a fluid filled sac to appear underneath the skin. Leave the blister intact to promote proper healing.

If the child has been burned severely and EMS is on the way, do not give the child anything to eat or drink. Watch for signs of swelling from inhaling smoke or hot gases.

## Chemical Burns

Some chemicals can react and burn skin on contact.

- Remove any contaminated clothing.
- Brush off any dry powder with a gloved hand or cloth prior to flushing.
- Flush the burn site with water (unless the chemical is known to react with water) to dilute and remove the chemical quickly.
  - » This will stop it from causing too much damage.
- Continue flushing with water until the burning sensation stops.
- Cover any visible burns loosely with a dry, clean pad and seek further medical attention.

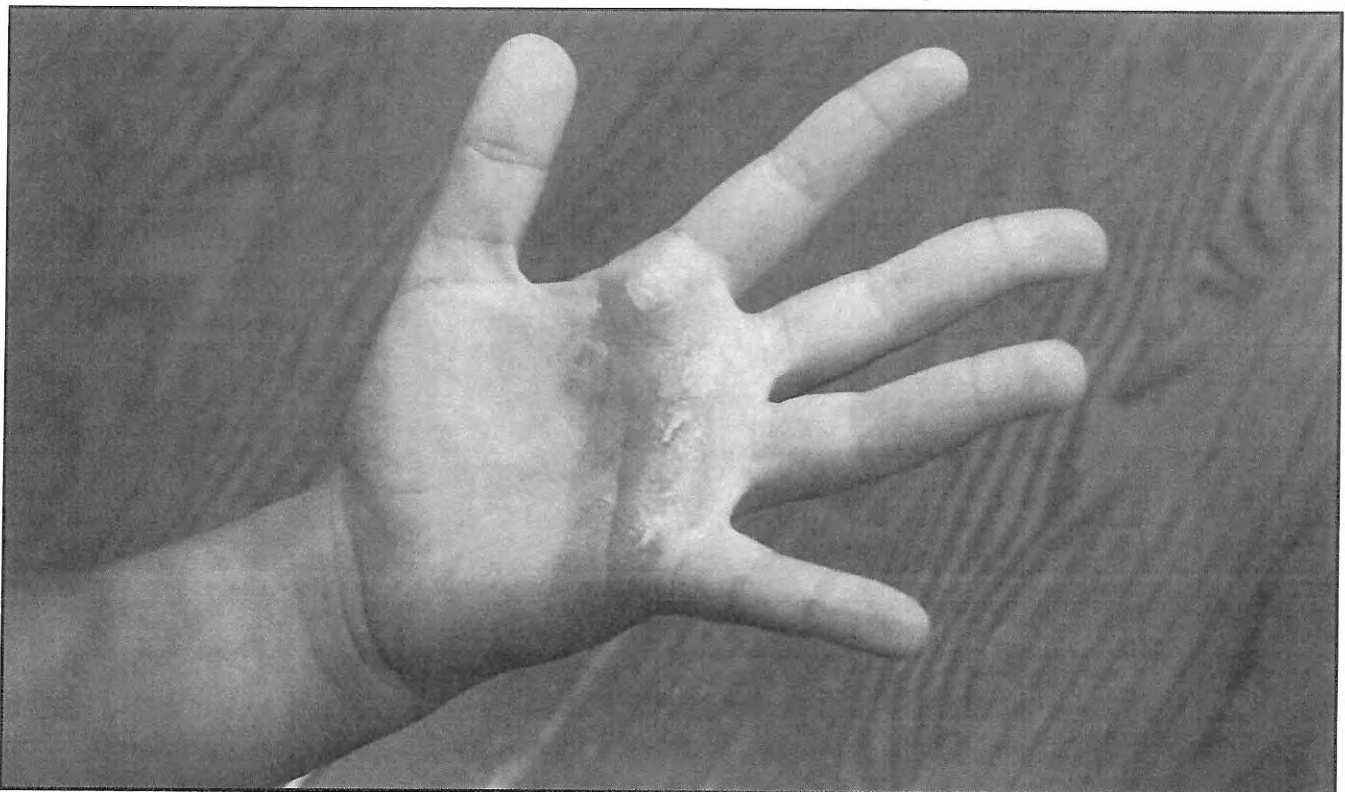
## Electrical Burns

Contact with live electrical wires, current, or lightning causes electrical burns.

**Be safe!** Turn the power off before touching the child. If you cannot do so, do not attempt to help.

An electric shock can cause an abnormal heart rhythm that stops the heart. You may need to perform CPR.

If it is safe to provide care for an electrical burn, care for it as with a heat burn, but you should also call EMS (9-1-1).



# Choking

Choking can be a serious problem, especially for young children. Their small airways and inexperience with eating and chewing make it more likely.

## Choking Child

When you realize a child is choking, you need to see if it is a mild blockage or a serious one. If the child can speak, cough, or gag, it is a mild blockage. Encourage the child to cough. This will help clear the blockage. Stay close though, and be prepared to help out if it gets worse.

If the child can't breathe, speak, or cough, it is a severe blockage. The child's hands may also be on his throat. If this is the case, provide care.

### 1. Assess Child

- Ask, "Are you choking?"
- If child nods yes, or is unable to speak or cough — act quickly!
- If available, have a bystander activate EMS (9-1-1).

### 2. Position Yourself

- Kneel or stand behind child. Reach around and locate navel.
- Make a fist with other hand and place thumb side against abdomen, just above navel and below ribs.
- Grasp fist with other hand.

### 3. Give Thrusts

- Quickly thrust inward and upward into abdomen. Repeat. (Each thrust needs to be given with intent of expelling object.)
- Continue until child can breathe normally.

### 4. If Child Becomes Unresponsive

- Carefully lower to ground.
- If alone, provide at least two minutes of care before activating EMS (9-1-1).
- Begin CPR, starting with compressions.
- Look in mouth for an object before giving rescue breaths. Remove any object if seen.



## Choking Infant

With infants, it can be harder to recognize choking. Signs include weak, ineffective coughs, and the lack of sound, even when you see the baby is trying to breathe.

### 1. Assess Infant

- Look at infant's face.
- If infant is silent, unable to cry, or has blue lips, nails, or skin – act quickly!
- If available, have a bystander activate EMS (9-1-1).

### 2. Give 5 Back Blows

- Straddle infant face-down over forearm.
- Support head by holding jaw.
- Using heel of other hand, give 5 back blows between shoulder blades.
- Sandwich infant between your forearms and turn onto back.

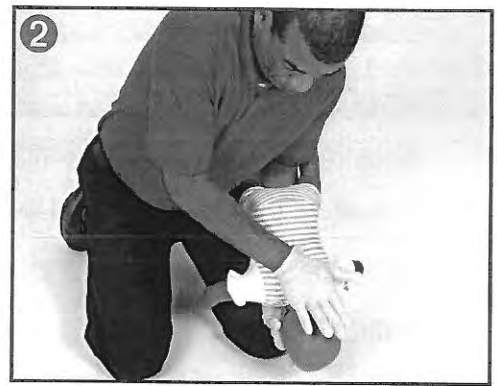
### 3. Give 5 Chest Thrusts

- Place 2 fingers on breastbone just below nipple line and give 5 chest thrusts.
- Repeat back blows and chest thrusts until infant can breathe normally.
- Back blows and thrusts need to be given with intent of expelling object.

### 4. If Infant Becomes Unresponsive

- Carefully lower to ground.
- If alone, provide at least two minutes of care before activating EMS.
- Begin CPR, starting with compressions.
- Look in mouth for an object before giving rescue breaths. Remove any object if seen.

***Abdominal and chest thrusts can cause internal injury. Anyone who has been treated for choking should be evaluated by EMS or a physician.***





## Head, Neck, or Back Injuries

When the body suffers a significant force, such as from a high fall, shooting, or motor vehicle crash, serious injury can result, most notably to the spine. Injury to the spinal cord can result in temporary or permanent paralysis, or in a life-threatening condition such as the loss of breathing. After the initial injury, movement of damaged spinal bones can result in additional injury to the spinal cord or surrounding tissue. This can result in permanent damage. A child's head is large compared to the rest of the body and the neck muscles are weak. A child's center of gravity makes her more likely to hit her head in a fall. Swelling or bleeding from a significant blow or force to the head can cause increasing pressure within the skull and damage to delicate brain tissue.

### Follow These Steps for Spinal Motion Restriction:

#### Initial Considerations

- Always make sure it is safe to provide care.
- Immediately encourage the child to not move.
- Have a bystander activate EMS (9-1-1).

#### Stabilize the Head

- Get into a comfortable position behind the child.
- Cup your hands on both sides of the head, without covering the ears, to manually stabilize it.
- Keep the head, neck, and spine in line. Minimize any motion of head, neck, and back.
- Comfort, calm, and reassure the child.
- Distress and discomfort may make it difficult to restrict spinal motion in a child. Try your best to hold the child's head in the position in which it was found.



#### Protect the Airway

- Establishing and maintaining an airway for an unresponsive child is a higher priority than protecting suspected injury to the spine.
- Tilt the head and lift the chin when necessary to maintain an open airway or give rescue breaths.

## Muscle and Bone Injuries

### Bumps and Bruises

A bruise is caused by broken vessels leaking blood under the skin. Apply ice packs to reduce the pain and swelling.



### Painful, Swollen, Deformed Limb

Injuries to arms and legs could be strains, sprains, dislocations, or fractures. They are often hard to tell apart, so it's best to treat them all as if they are fractures. Common signs of these injuries include swelling, pain, and discoloration. The limb may appear deformed and the child may be guarding it by holding it against his body.

If the injury seems serious, or potentially serious, call EMS (9-1-1) as early as possible and don't allow the child to use the limb. Comfort, calm, and reassure the child. Reassess the child and the injury regularly until EMS arrives.

## Poisoning

Most poisonings happen by ingestion, with children under six-years-old accounting for over half of all poisonings. Common things that can poison a child include pain medications, personal care products, and household cleaning supplies.

A poisoned child might complain of abdominal pain or cramping, nausea, and vomiting, and the child might have an altered mental status. Open and empty containers, unusual smells, and odd staining on clothes, skin, or lips may be present.



If you suspect that a child has ingested something poisonous, act quickly. Activate EMS (9-1-1) if the child displays any serious signs or symptoms.

In the United States, the **National Poison Help Hotline at 1-800-222-1222** automatically transfers the call to a regional poison control center. Poison centers can quickly provide information regarding the immediate treatment of any substance.



Always follow the instructions of the poison center or EMS.

Help EMS providers and the poison center by clearly identifying the substance and providing details about the incident. Save any vomit (using gloved hands, put some of it in a reclosable plastic food bag), bottles, or containers for EMS.

Do not induce vomiting, give water, milk, or activated charcoal to the child unless advised to do so by the poison control center or EMS. Keep the child still and calm until EMS personnel take over.

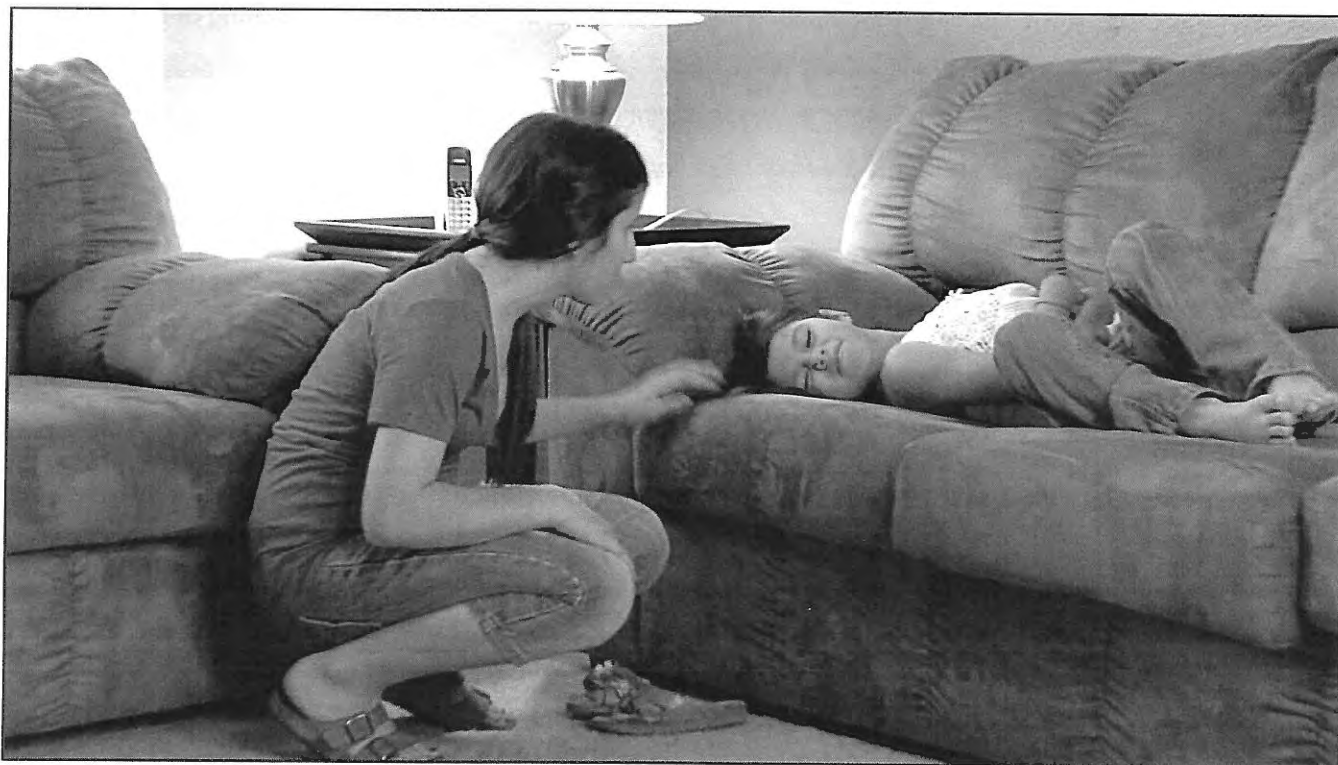
## Sudden Illness

If a child suddenly appears weak, ill or in severe pain, suspect a serious illness. The sudden appearance of fever, headache, and stiff neck or a blood-red or purple rash can indicate the possibility of severe infection.

### Other common warning signs of serious illness include:

- Altered mental status
- Breathing difficulty or shortness of breath
- Pain, severe pressure, or discomfort in the chest
- Severe abdominal pain

**Any time you suspect a serious illness or if the child loses consciousness, call EMS (9-1-1) and then notify the parents.**





## Cardiac Arrest, CPR, and AED

### CPR

CPR stands for Cardiopulmonary Resuscitation. When someone (child or adult) stops breathing and the heart stops beating, CPR delivers oxygen to the lungs and helps to move blood throughout the body. It can help save a life.

You should seek certification in a CPR and first aid training course such as ASHI Pediatric CPR, AED, and First Aid or MEDIC First Aid PediatricPlus CPR, AED, and First Aid for Children, Infants, and Adults.

After you conduct a primary assessment and find that the child is not breathing, you should:

- a. Have a bystander call EMS (9-1-1) while you provide care.
- b. If you are alone, provide two minutes of CPR before activating EMS and getting an AED (if one is available).

Deliver continuous cycles of 30 chest compressions at a rate of at least 100 a minute followed by two rescue breaths. If you are alone, after two minutes, leave the child to activate EMS. If someone else has called 9-1-1, continue providing CPR until help arrives.

If you are unable or unwilling to give rescue breaths, perform compression-only CPR. Without interruption, provide ongoing compressions at a rate of at least 100 compressions per minute.

The recommendation for CPR is different from adults because it is more likely a child has stopped breathing, due to choking or some other problem. With an adult, it is more like the heart has stopped because of cardiac arrest. With an adult, when you realize the person is not breathing, activate EMS (9-1-1) immediately before providing care.

Giving effective chest compressions can be tiring. When others can help, take turns performing compressions. Switch compressors about every two minutes. Change quickly to minimize interruption.

Do the best you can once you begin CPR. A child that has stopped breathing cannot survive. Nothing you do can make the situation worse.

Provide CPR until an AED is ready, another trained person or EMS personnel take over, or you are too exhausted to continue. If an AED arrives, turn it on immediately and follow the AED's voice instructions for using it.

### Automated External Defibrillators (AEDs)

When a child is in cardiac arrest, the heart has stopped beating effectively. CPR will preserve blood flow and send oxygen to the brain, but the only way to get the heart beating effectively is with defibrillation. Defibrillation is an electric shock that can restore the heart to an effective rhythm. A defibrillation shock can be delivered by an Automated External Defibrillator, or "AED".

AEDs are designed to be simple to operate — even for people with little training. You can find them in most public areas like schools, shopping malls, and airports. Voice, lights, and screen instructions will tell you what to do.

After you conduct a primary assessment and find that the child is not breathing, if an AED is available, open the AED unit, turn it on, and follow the prompts.

# Babysitter's Job Information Sheet

Use one form per child. Keep form up to date and give to EMS / fire / police in an emergency.

Job Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

## ► Guardian Information

Title:  Mr.  Mrs.  Ms.

Title:  Mr.  Mrs.  Ms.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

## ► Medical History *(Please check the following that apply)*

- |                                       |                                      |  |   |                                     |
|---------------------------------------|--------------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Asthma       | <input type="checkbox"/> Diabetes    | <input type="checkbox"/> Vision Problems | <input type="checkbox"/> Seizures             | <input type="checkbox"/> Hemophilia |
| <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Respiratory | <input type="checkbox"/> Cardiovascular  | <input type="checkbox"/> Bee Sting Allergy    |                                     |
| <input type="checkbox"/> Digestion    | <input type="checkbox"/> Urinary     | <input type="checkbox"/> Kidney          | <input type="checkbox"/> Physical Limitations |                                     |

Allergies: \_\_\_\_\_

Restricted Activities: \_\_\_\_\_

Prescription Medication: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Company, Group Number and ID Number: \_\_\_\_\_

## ► Poison Help: 1-800-222-1222

## ► Special Instructions

Bedtime Routine: \_\_\_\_\_

Meals / Snacks: \_\_\_\_\_

Discipline Techniques: \_\_\_\_\_

## ► Authorization for Emergency Care

If I (the parents/guardian name on this sheet) cannot be reached at the time of an emergency, and if medical observation or treatment is urgent, I hereby authorize the child to be transported via ambulance to the most appropriate hospital.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please reproduce and use this form!**

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# Written Exam

## *Child and Babysitting Safety*

**Instructions:** Read each of the following questions carefully and then place an "X" over the correct answer on the separate answer sheet provided. Please do not write on the exam.

1. Having vital information about a child ready and available is important because:
  - a. Parents can't leave you in charge without it.
  - b. It can provide key medical information to EMS if emergency treatment is required.
  - c. It can cause delay when emergency treatment is required.
  - d. A doctor can't treat a child in a life-threatening emergency.
  
2. A good example of safe and entertaining play is:
  - a. Throwing toys at ceiling fans.
  - b. Roasting marshmallows in the house.
  - c. Making puppets and having a puppet show.
  - d. Seeing how much food you can fit in your mouth.
  
3. A serious result of shaken baby syndrome is:
  - a. Fever.
  - b. Vomiting.
  - c. Headache.
  - d. Brain damage.
  
4. When answering the telephone at a babysitting job, a caller asks "Who is this?" You should say:
  - a. Nothing.
  - b. The babysitter.
  - c. A family friend.
  - d. None of your business.
  
5. A polite delivery man in a uniform knocks on the door. He says he has a packet that requires a signature. You should:
  - a. Call 9-1-1.
  - b. Open the door, receive the packet and sign for it, but don't let the delivery person come in.
  - c. Not open the door. Ask the delivery man to leave the packet at the door or have a neighbor sign for it.
  - d. Open the door, check the person's ID, and look for an official delivery vehicle before signing.

6. To prevent the spread of germs, wash your hands with warm water and soap for at least:
  - a. 2 seconds.
  - b. 20 seconds.
  - c. 10 minutes.
  - d. 60 seconds.
  
7. Supervision around any water is important because:
  - a. Water is full of germs.
  - b. Water causes brain damage.
  - c. A toddler can drown in only a few inches of water.
  - d. Drowning requires at least one foot of water.
  
8. An important rule to remember during mealtime is:
  - a. When preparing food on the stove, use the back burners.
  - b. Allow children to stand on a chair and help you prepare the meal.
  - c. Be sure to follow directions on packages.
  - d. A babysitter should never cook meals in an oven.
  
9. After laying an infant on a diapering surface, it's a good idea to:
  - a. Go get a snack.
  - b. Go wash your hands.
  - c. Keep a hand on the child at all times.
  - d. Give the child a lotion container to play with.
  
10. To get a child to go to bed:
  - a. Tell them a scary story.
  - b. Give them warm, salty water.
  - c. Let them cry themselves to sleep.
  - d. Follow the parents' bedtime routine.
  
11. Anyone who has been treated for choking should be evaluated by EMS or a doctor because:
  - a. It may not have worked.
  - b. It may be too hard to do.
  - c. The child may have gotten an infection.
  - d. Abdominal thrusts and chest thrusts may cause internal injury.
  
12. A child has blood gushing out of a large cut in the arm. To control the bleeding you should:
  - a. Wrap a belt tightly around the child's arm.
  - b. Apply antibiotic lotion and cover with a bandage.
  - c. Wash wound with water for 5 minutes until bleeding stops.
  - d. Apply direct pressure with an absorbent pad until bleeding stops.



13. You are caring for a child who has a painful, blistered burn on the arm from a hot liquid. You should:
- Cool it with cool water as quickly as possible.
  - Apply ice directly to the burn and keep it there.
  - Quickly pop each blister and then apply first aid cream or ointment.
  - Apply ointment and cover it with an adhesive bandage.
14. You are caring for a child who fell down the stairs. You think the child may have seriously injured his head, neck or back. After calling 9-1-1, you should:
- Help the injured child to bed.
  - Do not touch the injured child.
  - Tell the injured child to sit up so you can check for injuries.
  - Cup your hands on both sides of his head to stabilize it.
15. You find the 3-year-old child you are babysitting for sitting on the bathroom floor drinking a bottle of skin care lotion. Other than crying loudly when you quickly take the bottle away, the child looks fine. You should:
- Call the Poison Help Hotline.
  - Give the child a glass of cool water.
  - Give the child sips of lemon juice or vinegar.
  - Make the child vomit by giving warm, salty water.

*Instructions:* Print your name and the date below. Place an "X" over the correct answers.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

- |                 |   |          |   |   |            |   |   |   |   |
|-----------------|---|----------|---|---|------------|---|---|---|---|
| <b>Example:</b> | a | <b>X</b> | c | d | <b>8.</b>  | a | b | c | d |
| <b>1.</b>       | a | b        | c | d | <b>9.</b>  | a | b | c | d |
| <b>2.</b>       | a | b        | c | d | <b>10.</b> | a | b | c | d |
| <b>3.</b>       | a | b        | c | d | <b>11.</b> | a | b | c | d |
| <b>4.</b>       | a | b        | c | d | <b>12.</b> | a | b | c | d |
| <b>5.</b>       | a | b        | c | d | <b>13.</b> | a | b | c | d |
| <b>6.</b>       | a | b        | c | d | <b>14.</b> | a | b | c | d |
| <b>7.</b>       | a | b        | c | d | <b>15.</b> | a | b | c | d |

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**FILL OUT YOUR INFORMATION BELOW AND SEND YOUR COMPLETED ANSWER SHEET TO THE ADDRESS BELOW.**

**INCLUDE YOUR CHECK OR MONEY ORDER FOR \$ 15.00 ( PER TEST)**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**PRESCHOOL NAME:** \_\_\_\_\_

**MAIL TO:**

**Life Tech Instructional  
1423 Wisconsin Ave.  
Palm Harbor, FL 34683  
727-433-3341**