

1304.22 Child Health and Safety

1. Responding to Emergency

Staff will be trained on emergency procedures such as but not limited to CPR, basic first aid, and medication administration. Emergency procedures will be posted in classrooms. Staff will demonstrate and implement health and safety practices and procedures. Two (2) fire drills are held each month. All fire extinguishers are checked regularly by the State Fire Marshall's Office. All staff is trained in the use of fire extinguishers. One (1) tornado drill is held each month. One (1) bus evacuation drill is conducted each month. Three (3) gun/intruder safety drills are held each year. The center maintains a weather vigil by monitoring civil defense radio traffic. If on school bus, the driver will be notified by radio contact and will then take appropriate steps (see transportation manual). In case of early dismissal due to inclement weather, procedures will be followed to ensure the safety of all Head Start children (refer to transportation manual).

In the event of a bomb threat the following will be strictly adhered to:

- A. Notify staff using hand held radios of the evacuation status
- B. Evacuate building
- C. Alert Local law enforcement personnel
- D. Attempt to reach Parent/Guardian by phone
- E. Consideration of school dismissal, determined by director.

In the event of a riot, law enforcement personnel will be notified immediately. Staff will ensure children remain in classrooms until buses can remove them from premises. In the event of earthquake, emergency procedures will be implemented.

Parents will provide and update as needed emergency contact numbers. This file shall be maintained in the central office at all times. In the event of an emergency, these numbers will be used to notify parents/guardians (when available) or other emergency contacts. Parents will sign an emergency treatment permission form that will be maintained in the central office. All emergency procedures and numbers shall be posted and accessible to all staff and volunteers. All evacuation routes and exits are posted in conspicuous areas. Hallways and exits are well lit and free of obstruction.

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In cases of suspected child abuse or neglect, all staff are trained in reporting such cases abiding by State Law.

2. Exclusions

Any child believed to have a communicable disease is immediately separated from the other children, the parents/guardians of the child are notified to pick him/her up and obtain a professional diagnosis. The parents of all children are then notified that their child may have been exposed to a communicable disease and are provided with enough information about the illness to enable them to recognize symptoms in their child and made aware of exclusion guidelines.

Head Start will request that parents inform them of any health or safety needs regarding their child that the program may be required to address. Staff will ensure that confidentiality will be strictly adhered to and that no information will be shared without parents/guardians permission.

No child will be denied entry into Head Start solely on medical, health, or medication administrative needs unless staff or a person designated to assist with ongoing care is not properly trained which could pose risk to that child, staff, and other children attending the program. All efforts will be made in such cases to assure that proper care from a qualifying professional is obtained. In the case where the services are not feasible, entry could be delayed until all avenues have been exhausted.

3. Medication Administration

Staff must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Staff may modify these to satisfy State Law only where laws are inconsistent with Federal Law. Designated staff members will periodically demonstrate ability to use proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. All medications shall be in original bottle with name of child and provider-prescribing medication plainly listed on container. Medications shall be stored under lock and key and refrigerated, if necessary (all medications, including those required by children, staff and volunteers).

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A trained staff member will be designated to administer, handle and store medications. Staff will ensure that parents obtain MD's instruction. Staff will obtain parental authorizations for all medications administered. Staff will maintain an individual record of all medications dispensed and notify parents using the Medication Report Form. Staff will report to parents any change in a child's behavior that may implicate adverse reactions to drug dosage or type, and assist parents with communicating to their physician information regarding the effect of medications on the child. No OTCs (over the counter) medications such as Tylenol will be given to children by staff without written consent from doctor. All information such as child's name, medicine to be given, dosage required, time to dispense and parent signature must be obtained on the authorization form. Parent/guardian may administer medication to their own child in the center, as they deem necessary when following process to medicate child. The Health Services Specialist can assist parent in regards to appropriate manner.

4. Injury Prevention

Staff and volunteers are trained and will be able to demonstrate safety practices. Staff will promote safety by ensuring a safe environment through proper storage of potentially toxic substances, sharp objects, proper lighting in classrooms, hallways, and offices. Fire extinguishers are available. Fire and tornado drills are implemented. Pathways and doorways are accessible. Safety rules are posted. Electrical outlets are covered. In the event of injury, a report will be filed.

Training will be provided for children and parents/guardians in the areas of but not limited to:

911

Poison control

Keeping secrets

Using resource persons

Fire safety

Seat belt safety

First aid/safety

Field trips/bus safety

Classroom activities will take place such as but not limited to:

Stop/Drop/Roll

Practicing 911

Discussing self-discipline in regards to conducting ones self safely to prevent a fall or injury.

Reviewing daily classroom rules

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To eliminate the spread of germs and disease, staff, children and volunteers will be properly trained in hand washing techniques, using soap and water. For protection of children and adults, hand washing will be practiced after diaper changing, aiding in toiletry, personal use of toilet, before any food-related activity, and after the handling of pets or animals in the center.

When blood or other bodily fluids are involved all staff will wear rubber gloves and follow universal precautions. Hand washing will take place immediately before and after. When diapering a child in the center gloves will be worn, diapers will be disposed of properly in designated diaper disposal containers. Diaper areas will be cleaned and disinfected after each use. Child will be secluded while in diapering area and never left unattended.

Any staff member administering medication to a child will wash their hands before and after dispensing. To eliminate the spread of germs and disease further, all cots will be placed at least 3 feet apart, using head to toe sleeping arrangements. Bathrooms, toilets, classroom sinks, faucet, and water fountain will be checked and disinfected daily and should any additional need arise.

Spills of bodily fluids will be cleaned and disinfected immediately in keeping with professionally established guidelines. Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

A well-stocked first aid cabinet is located at the center in the Central Office. First aid supplies are accessible to all staff that are trained in the use of contents. Inventory is conducted monthly and supplies are restocked at regular intervals. First aid quick fix is located in the indoors gross motor area and out of reach to children. First aid supplies are not accessible to children due to the location in a non-child area. All buses and vehicles are provided with first aid kits, which are inventoried monthly and restocked at regular intervals. When off the bus, staff possesses portable first aid kits and quick fix items.