

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND SAFETY**

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HS Program Director Approval Date:	Policy Council Approval Date:	Notes: revised 3/01
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SUBJECT: Adult medications (including staff and volunteers)

PERFORMANCE OBJECTIVE: The program must ensure that staff and volunteers can demonstrate safety practices.

OPERATIONAL PROCEDURE:

Center employees will keep any personal medication, that must be brought to the center, in a labeled container and locked up. The medication may be left in the staff member's purse and then locked up in a file cabinet or other compartment identified in the center for that purpose. The medication may also be left locked up in the employee's car. Each center should designate a place to lock purses and/or personal medication to keep them out of reach of the children.

The center lead teacher should ensure that all parent volunteers and other adults visiting in the center are trained in this procedure. It is advisable that purses, since they might contain other things harmful to children besides just medications, be left locked in the car trunk. If this is not practical, then the adults should be directed by center staff to lock their purses in a designated place.