

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

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SUBJECT: Injury prevention

PERFORMANCE OBJECTIVE: The program ensures that staff and volunteers can demonstrate safety practices and fosters safety awareness among children and parents by incorporating it into child and parent activities..

OPERATIONAL PROCEDURE:

A minimum of one staff member with current training in first aid and CPR techniques will be on duty when children are present. It is a program goal to see that as many center staff as possible hold a current Red Cross First Aid card and a current Red Cross or American Heart Association card for CPR. Staff members will arrange for this training at the center level or on an individual basis. The Training Manager will assist in locating trainers on an as needed basis. In order to keep a first aid card current the course must be repeated every 3 years. To keep a CPR card current the course must be repeated every 1-2 years. American Heart Association cards are good for 1 or 2 years, and Red Cross cards are good for 1 year. Health and safety education will be provided to staff at preservice and inservices. Written health and safety focused materials will be distributed with monthly memo material at least quarterly. Healthy lifestyles, which promotes safety practices, will be encouraged, to include good diet, exercise, and stress management. The workplace is drug, alcohol and tobacco free.

Each center will complete a site safety checklist three times a year on their own center. Management staff who visit the centers fill out a monitoring form for each visit to the center. On each visit by a management staff member the center is viewed for safety practices. Any unsafe practice identified will be addressed with the teaching staff and corrected as soon as possible. Documentation of unsafe practices and corrections will be noted on the monitoring site visit form filled out by the management staff.

The center lead teacher will be responsible for ensuring that volunteers receive training in safety issues.

Safety issues will be addressed by the FPA at center parent meetings. *Hip on Health* parent

handouts will be sent home monthly. A corresponding *Hip on Health* poster will be sent to the centers for posting monthly. Other health and safety related notes and memos may be distributed or made available to parents. Health and safety topics will be included on the weekly lesson plans, covering such topics as pedestrian safety, bicycle safety, personal safety, etc.

All staff will work to ensure the safety of the facilities in which Head Start children are served. Equipment in need of repair and unsafe toys should be removed from use immediately. Situations requiring immediate action will be handled directly by Head Start staff at the center, and will be reported to a member of the management staff. A playground checklist is completed each class day which addresses safety concerns. Agency accident reports include space for statements about prevention.

Child Accident Reports

If a child is injured while attending Head Start, whether it be in the center, on the playground or while on a field trip, a *Child Accident Report* will be completed by a center staff member, preferably, the adult supervising the child at the time of the accident.

The staff member should first ensure that the child has received appropriate first aid. Once the child is taken care of, the report should be completed. Waiting till the end of the day to complete the report could result in forgetting to fill the report out or forgetting the details needed on the report. It should be noted in detail how the injury occurred, including a detailed description of the injury (where the injury is located on the body, what it looks like, the size of the injury, etc.), what first aid was performed, measures that can be taken to prevent such an accident from happening again (if any), and if the child required any medical treatment at a doctor's office or emergency room.

A copy of the report should be faxed to the Head Start office to the attention of the Health Services Manager. The original report should be filed in the child's center record. If the nature of the injury is serious and/or requires medical attention (the child is seen by a doctor), the Health Services Manager or Director will be notified by phone shortly after accident or injury occurs.

The agency has medical insurance coverage for the medical costs which are not covered by the child's insurance. If the child has no insurance, the agency's insurance policy would cover the health care services required.