

BIG SANDY AREA HEAD START PROGRAM
CHILD HEALTH AND SAFETY

Goal Statement – Children are protected through appropriate health and safety measures.

A. Child Health and Safety

Objective 1: The Big Sandy Area Head Start program and delegate agencies will have health and emergency policies and procedures with which all staff are familiar and trained. This will include:

1. Posted policies and plans of action for rapid response emergencies such as choking or immediate medical or dental attention.
2. Telephone numbers and location of emergency response systems posted near the telephone.
3. Up-to-date family contact information and authorization for emergency care for child is readily available for use.
4. Plans/routes for emergency evacuation are posted close to the nearest exit.
5. Method for notifying parents in the event of an emergency involving their child.
6. Established procedures to handle suspected child abuse and/or neglect which are in compliance with federal and state laws.

Objective 2: To ensure the health and safety of all children enrolled in the program by establishing conditions for short-term exclusion and admittance.

1. Children with acute signs or symptoms of a potentially contagious condition will be excluded from program participation for that generally short period of time when there may be a significant risk to the health of the child or anyone in contact with the child.
2. The grantee and delegate agencies will involve the Health Services Advisory Committee in development of clear policies and procedures which indicate those instances in which a child should be temporarily excluded from the program.
3. The Big Sandy Area Head Start program and delegate agencies will not deny program admission to any child, nor exclude any enrolled

child from the program participation for a long-term period, solely on the basis of his or her health care needs or medication.

4. Children with conditions requiring health care will be accommodated through modification in program procedures. The exception being if the condition poses a significant risk to the health and safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level.
5. During enrollment and throughout the program year, parents will be encouraged to inform staff of any health and/or safety needs of the child. The information will be documented in the child's health folder and health plans will be updated as needed.

Objective 3: To establish and maintain written procedures regarding the administration, handling and storage of medication for every child. Procedures will include:

1. Medication for children or staff will be stored in a locked location and refrigerated if necessary. However, emergency medication for children and staff will not be locked up, but will be kept out of the reach of children.
2. Designating a trained staff member(s) to administer, handle and store medications (*If there is no school nurse or health aide on site*).
3. Obtain a physician's instructions and written parent or guardian authorization for all medications administered by staff.
4. Maintaining an individual record of all medications dispensed and reviewing the record regularly with the parents.
5. Recording changes in child's behavior that may have implications for drug dosage/type and assisting the parent in communicating with the physician regarding the effect of the medication.
6. Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling and storing medication, including the use of necessary equipment.

Objective 4: Big Sandy Area Head Start and delegate agencies will promote and practice injury prevention methods by incorporating it into child and parent activities.

1. Train staff and volunteers on safety practices and ensure that they demonstrate these practices.
2. Parents will be given information during the school year to promote health and safety at home and in the community.

Objective 5: To promote and implement good hygiene practices and universal precautions for staff, children and volunteers.

1. Proper hand washing techniques will be practiced by staff, children and volunteers.
2. Universal precautions will be observed to prevent contact with blood and other potentially infectious materials. All bodily fluids will be considered potentially infectious materials.
3. Appropriate sanitation and hygiene procedures will be followed for diapering that adequately protect the health and safety of children.

Objective 6: The program will ensure that first aid kits are readily available at each site.

1. First aid kits, well stocked with age appropriate supplies, will be located in each Head Start classroom. First aid kits will be kept in a location in which they will be readily accessible but out of the reach of children.
2. Kits will be restocked after use and an inventory conducted monthly.
3. Kits will be taken to playground and on all field trips or off site activities.