

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 for center/home-based programs, 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 and other safety procedures for weather related emergencies 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 keeping the child in care poses 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. Current professionally established guidelines will be used in the development of exclusion and admittance policies.

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 requested to inform staff of any health and/or safety needs of the child. The information will be documented in the child's health folder.

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

1. Labeling and storage under lock, key and refrigeration, if necessary, of all medication including that of staff and volunteers.
2. Designating a trained staff member(s) to administer, handle and store medications.
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 insure that they demonstrate these practices.
2. Incorporate safety practices into parent/child activities for home-based program.

**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 to staff but out of the reach of children.
2. Kits will be restocked after use and an inventory conducted at regular intervals.