

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Medical/Dental Emergency

POLICY:

The program establishes and implements policies and procedures to respond to emergency situations of which all staff are familiar and trained.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22

PROCEDURE:

1. Management and direct service staff will develop separate plans of action for rapid response to medical and dental emergencies that may occur in the classroom, on field trips, or on a Head Start bus.
2. All staff working with children will have a current First Aid and C.P.R. card.
3. First Aid kits and the medical and dental emergency procedures will be maintained in one designated place and be readily accessible to staff.
4. There must be a sign in the classroom indicating the location of the First Aid kit and the nearest telephone.
5. Telephone numbers and locations of hospitals, fire department, police department, emergency response systems and the Poison Control Center are posted near the telephone.
6. Consent for medical/dental emergency treatment is maintained on each child.
7. Methods for contacting the parent in the event of an emergency involving their child are established.
8. All medical and/or dental emergencies will be recorded on an incident report form. Serious injuries requiring a child to be sent home or to a medical provider must be reported by telephone immediately following the incident. (see Accidents policy)