

<p>HEAD START PROCEDURES FOR: HEALTH EMERGENCY COMPONENT: CENTER FOR YOUNG LEARNERS</p>
--

1. **Scope: This describes the safety training as required according to the Head Start Standard 1302.47(b)(4)**

2. **Responsibility:**
 - 2.1 Consultants

3. **Resources:**
 - 3.1 Caring for Our Children Basics
 - 3.2 Texas Child Care Licensing Minimum Standards
 - 3.3 Consumer Product Safety Commission(CPSC)
 - 3.4 American Society for Testing and Materials International(ASTM)
 - 3.5 Public Playground Safety Handbook
 - 3.6 Region 14/15 Operational Plan

4. **Procedures:**
 - 4.1 **Safety Training for staff with regular child contact.**
 - 4.1.0 All staff with regular child contact will have initial orientation training within 30 days of hire and ongoing training to include all state, local, and program-developed health, safety, and child care requirements, as appropriate bases on staff roles and ages of children they work with, training in:
 - 4.1.0.0.0 Prevention and control of infectious disease;
 - 4.1.0.0.0.1 Prevention of sudden infant death syndrome and use of safe sleeping practices;
 - 4.1.0.0.0.2 Medication Procedure
 - 4.1.0.0.0.3 Prevention and response to emergencies due to food and allergic reactions:
 - 4.1.0.0.0.4 Building and physical premises safety, including identification of and protection from hazards, bodies of water and vehicular traffic;
 - 4.1.0.0.0.5 Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - 4.1.0.0.0.6 Emergency preparedness and response planning for emergencies;
 - 4.1.0.0.0.7 Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - 4.1.0.0.0.8 Appropriate precautions in transporting children.
 - 4.1.0.0.0.9 First aid and CPR
 - 4.1.0.0.0.10 Recognition and reporting of child abuse and neglect.

**HEAD START PROCEDURES FOR:
HEALTH EMERGENCY
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.2 **Staff without regular child contact.**
 - 4.2.0.0.0 All staff with no regular responsibility for or contact with children will have initial orientation training within three months of hire; ongoing training in all state, local federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.
- 4.3 Staff Background checks (See HR 1302.90(b))
- 4.4 ESC and ISD Staff will post the following Health and Safety Items in clear view in the Classroom:
 - 4.4.1 Medical and dental emergency procedures
 - 4.4.2 Emergency plans of action and escape routes
 - 4.4.3 Child Abuse Procedures and Hotline Numbers
 - 4.4.4 Health Reminders for Employees on Hand washing, etc.
 - 4.4.5 Rebus Charts on Hand Washing
 - 4.4.6 Rebus Charts on Diaper Changing
 - 4.4.7 Child Emergency Cards containing current emergency phone numbers, pick up information and medical concerns such as medications or allergies will be stored in the classroom backpack.
 - 4.4.8 Child Emergency cards will be taken to the playground, common areas or on field trips with the children.
 - 4.4.9 School Emergency Procedures
 - 4.4.10 CPR and Choking posters
- 4.5 ESC Staff will provide a First Aid Kit and Health & Safety backpack/fanny pack for each teacher.
- 4.6 Fire/tornado drills will be practiced regularly and documented.
- 4.7 Emergency Lighting (flashlight will be kept in room)
- 4.8 Exits will be labeled in each room and map for emergency route of exit posted.
- 4.9 Emergency numbers will be kept by nearest accessible phone or posted in room.
- 4.10 ISD Staff will follow individual school policy regarding contacting parents in case of an emergency and for parents contacting the schools.
- 4.11 Staff will be trained in child CPR and first aid procedures.
- 4.12 Age appropriate Emergency Evacuation Kit will be readily available for each classroom.
- 4.13 EHS staff will be trained in Shaken Baby Syndrome prevention and SIDS prevention.

5. **Associated Documents:**

- 5.1 HR Staff file

**HEAD START PROCEDURES FOR:
HEALTH EMERGENCY
COMPONENT: CENTER FOR YOUNG LEARNERS**

5.2 Orientation Agenda and Sign In Sheet

6. **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Employee file	Print/ Electronic	Locked filing cabinet at ISD	7 years	Shred/ Delete	ISD locked unit
ESC Files	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	N/A

7. **Monitoring:**

7.1 Monthly review

8. **Revision History:**

Date:	Revision#	Description of Revision
5-2017		
5-2018	Title 4.1 4.4.1 4.5 6	Safety Training Change “three months “ to “30 days” Delete “Flip Chart” Added “/fanny pack” Changed: “Print to Print/Electronic, “Shred to Shred/Delete”