

**HEAD START PROCEDURES FOR:  
EMERGENCIES, FIRE, CONTAGIOUS DISEASE, MEDICATIONS  
AND SPECIAL DIETS  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope: This describes the safety procedures required according to the Head Start Standard 1302.47(b)(7)(i)(ii)(iii)(iv)(v)(vi)**
  
2. **Responsibility:**
  - 2.1 Head Start Consultants
  - 2.2 All Staff
  
3. **Resources:**
  - 3.1 Caring for Our Children Basics (CFOC)
  - 3.2 Centers for Disease Control and Prevention (CDC)
  - 3.3 Texas Child Care Licensing Minimum Standards
  - 3.4 Consumer Product Safety Commission (CPSC)
  - 3.5 American Society for Testing and Materials International (ASTM)
  - 3.6 ESC and ISD Disaster Preparedness plans
  - 3.7 Texas Department of State Health Services Communicable Disease Chart and Notes for Schools and Childcare Centers
  
4. **Procedures:**
  - 4.1 **Administrative safety procedure** maintain, follow and practice appropriate procedures for, at a minimum:
    - 4.1.1 **Emergencies:**
      - 4.1.1.1 Each classroom will maintain a well equipped red backpack or fanny pack, supplied with first aid kit, two pairs of disposable, nonporous gloves, child emergency cards, and prescribed emergency medications with doctor's order or emergency action plan.
      - 4.1.1.2 Child Emergency Cards will contain current emergency phone numbers, pick up information and medical concerns such as medications or allergies.
      - 4.1.1.3 Storage of backpack or fanny pack will be out of the reach of children at all times but easily accessible to staff.
      - 4.1.1.4 Backpack/fanny pack will accompany the class to playgrounds, common areas, and on field trips.
      - 4.1.1.5 Red backpacks/fanny packs will be inventoried monthly, documented on the Red Backpack/First Aid Kit Inventory form, and restocked when supplies are used.
      - 4.1.1.6 All staff will be certified in First Aid, AED and Adult, Child and Infant CPR. Copy of certifications will be kept in employee records.

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- 4.1.1.7 Emergency and first aid postings (CPR, choking posters and emergency medical dental information flip chart/booklets) will be located in each classroom.
- 4.1.2 **Fire Prevention:**
  - 4.1.2.1 Emergency evacuation route(s) will be posted in the classroom and common areas.
  - 4.1.2.2 School Emergency Procedure and off-site evacuation location will be posted in the classroom.
  - 4.1.2.3 Fire/tornado/lockdown/school bus evacuation drills will be practiced regularly and documented on the appropriate form.
  - 4.1.2.4 Emergency Lighting (flashlight/automatic emergency backlighting).
  - 4.1.2.5 All exits will be labeled.
  - 4.1.2.6 Emergency numbers will be kept by the nearest accessible phone or posted in the room.
  - 4.1.2.7 ISD staff will follow individual school policy regarding contacting parents in case of an emergency and for the parents to contact the schools.
- 4.1.3 **Protection from contagious disease:**
  - 4.1.3.1 A health history form will be completed upon admission to Head Start or Early Head Start requesting that parents share information regarding any health or safety needs of their child.
  - 4.1.3.2 Verification of ongoing health issues will be noted on the health exam form with the doctor's recommendation and signature.
  - 4.1.3.3 ESC and ISD Staff will work together with parents to provide appropriate accommodations to meet the child's needs, while adhering to Grantee/ Delegate Head Start confidentiality Policy.
  - 4.1.3.4 Eligibility opportunities will be provided for children with health care needs and /or medication requirements to enroll in Head Start based on ERSEA criteria and IEP/IFSP recommendations.
  - 4.1.3.5 **ESC and ISD Staff will not deny admission to any child solely on the basis of his or her health care needs or medication requirements, and** modifications will be made with input from parents, medical professionals, and ESC/ISD staff through Health Planning Meetings.
  - 4.1.3.6 Enrolled children will not be excluded from program participation for a long-term period solely on the

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- 4.1.3.7 basis of health care needs or medication requirements. ESC and ISD Staff will exclude any child with injury or acute short-term contagious illness from school or activities as recommended by the child's medical doctor and according to ISD policy.
- 4.1.3.8 Written note(s) from the child's physician should be brought to the school according to school policy and child care licensing.
- 4.1.3.9 Written note(s) will be filed in the child's folder.
- 4.1.3.10 Any communicable disease or illness requires a physician's note stating the child is free of communicable disease upon returning to school according to school policy and child care licensing.
- 4.1.3.11 ESC and ISD Staff will exclude any child with a contagious disease that poses a significant health risk to other children for a short period of time or until the child's health issue is resolved. Any long-term exclusion will be discussed with the regional office.
- 4.1.3.12 Fever – If a child's temperature is 100.0 degrees or higher the day of school or within the previous 24 hours, the child must stay home. Child needs to be fever-free for 24 hours (without use of fever reducing medicine) before returning to school, or according to ISD policy.
- 4.1.3.13 Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill, or according to ISD policy.
- 4.1.3.14 Health-care professional has diagnosed the child with a communicable disease. A written note from the child's physician is required when the child returns to school stating the child is free of disease.
- 4.1.3.15 School wide epidemic outbreaks will follow local school district policy.
- 4.1.4 **Handling, storage, administration and record of administration of medication:**
  - 4.1.4.1 ESC and ISD Staff will follow individual school medication policies for prescription and non-prescription medications.
  - 4.1.4.2 Prescription medications will have a prescription label with the child's name, doctor's name and

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- directions for administration.
- 4.1.4.3 Medications will be stored under lock and key. Emergency Medication such as Epipens will be stored out of reach of children but within ease of reach of staff for anaphylactic reaction for children with severe allergies. Original medication authorization form and medication dispensing form will be kept with emergency medication. 911 will be called. Parent(s), school nurse, and/or principal will be notified immediately if emergency medications are administered.
- 4.1.4.4 ISD Staff who will be administering medication will be trained by the school district on medication administration and follow school district policy.
- 4.1.4.5 Medications will be administered by the nurse or principal-appointed school designee.
- 4.1.4.6 ESC Staff will ensure that ISD staff members receive the consultation they need regarding proper techniques for administering, handling and storing medication, including the use of any necessary equipment to administer medication.
- 4.1.4.7 Copies of medication forms will be kept in the Nurse's Office.
- 4.1.4.8 ISD Staff will ensure that all **medications for teachers, aides, and volunteers are locked out of reach of the children**. Staff personal items and purses will be kept completely inaccessible to children.
- 4.1.4.9 ISD Staff will observe and record the daily health of children, noting any changes in a child's behavior that might have implications for drug dosage or type.
- 4.1.4.10 ISD Staff will notify the school nurse and parents of any notable changes immediately, and document in **web-based data system** case notes.
- 4.1.4.11 ISD Staff may assist parents in communicating with their physician regarding the effect of the medication on the child.
- 4.1.4.12 Parents are requested to notify ISD Staff or the school nurse of any medications dispensed at home. ESC Staff will ensure that staff members receive the consultation they need regarding proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to

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administer medication.

**4.1.5 Release of child to authorized adult:**

4.1.5.1 Children will only be released to a parent or an adult designated by the parent listed on the emergency card.

4.1.5.2 A valid photo identification will be used to initially verify identity.

4.1.5.3 Children will not be released to the parent or person suspected to be under the influence of drugs or alcohol, and law enforcement may be called if assistance is needed.

4.1.5.4 For legal custody situations, legal custody documentation will be required to ensure the release of the child to the legal adult.

4.1.5.5 Law enforcement offices and DFPS Child Protective Services staff have the authority by law to remove a child without parents permission.

4.1.5.6 Staff will follow ISD release policy and procedures in other situations.

**4.1.6 Health Care needs and food allergies**

4.1.6.1 Health Conditions, Special Diets and Allergies will be posted with the child's name in the classroom in a prominent, but discrete location. Food allergies will be posted in the classroom and food preparation areas in a prominent, but discrete location.

4.1.6.2 Health Conditions, Special Diets and Allergies will be listed on Emergency Cards.

4.1.7 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

**5. Associated Documents:**

- 5.1 Smoke Alarm and Fire Checklist
- 5.2 Fire & Tornado Drills (School Bus Evacuation Drills)
- 5.3 Red Backpack/First Aid Kit Inventory List
- 5.4 Employee Files
- 5.5 Head Start/ Early Head Start Classroom/Common Area Checklist for Environment Safety Posting
- 5.6 Indoor Environment Checklist
- 5.7 Outdoor Environment Checklist
- 5.8 Child File
- 5.9 School Medication Policy/Forms

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5.10 Daily Information Sheet

**6. Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Smoke Alarm and Fire Extinguisher Monthly Checks	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	ISD filing unit
Fire & Tornado Drill (School Bus Evacuation Drills)	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	ISD filing unit
Red Bag First Aid inventory List	Print/ Electronic	Filing Cabinet	7 years	Shred/ Delete	ISD filing unit
Child File/Emergency Card	Print/ Electronic	Child Folder	7 years	Shred/ Delete	ISD locked file unit
CPR/First Aid	Print/ Electronic	Employee File	7 years	Shred/ Delete	ESC locked file unit
Daily Information Sheet	Print/ Electronic	Filing Cabinet at ISD	7 years	Shred/ Delete	ISD locked file unit

**7. Monitoring:**

7.1 Quarterly review

**8. Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
5-2017		
5.2018	4.1, 4.1.1.9, 4.1.1.0.0.19, 6, 5.3	Add “ fanny pack”, Add “and temporal” Add First Aid Kit Changed “Region 14” to “Grantee/Delegate”, Changed: “Print to Print/Electronic”, “Shredded” to “Shred/Delete” Reviewed

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6-2019		Reviewed
7-2019	3.2	Changed “Center for Communicable Diseases” to “Centers for Disease Control and Prevention”
7-2019	4.1.1.1	Replaced “bloodborne clean up supplies” with “two pairs of disposable, nonporous gloves” Added “with doctor’s order or emergency action plan”
7-2019	4.1.2.2	Added “in the classroom”
7-2019	4.1.3.1	Changed “HS” to “Head Start or Early Head Start”
7-2019	4.1.3.5	Changed “unless” to “and”
7-2019	4.1.3.7	Added “and according to ISD policy”
7-2019	4.1.3.12	Added “or according to ISD policy”
7-2019	4.1.4.2	Changed “Medications” to “Prescription medications”
7-2019	4.1.4.4	Added “ISD Staff who will be administering medication will be trained by the school district on medication administration and follow school district policy.”
7-2019	4.1.4.6	Moved “ESC Staff will ensure that ISD staff members receive the consultation they need regarding proper techniques for administering, handling and storing medication, including the use of any necessary equipment to administer medication. Copies of medication forms will be kept in the Nurse’s Office.” from the

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		end of 4.1.4 to 4.1.4.6
7-2019	4.1.4.10	Added “ISD” and “school” Changed “PROMIS” to “myHeadStart”
7-2019	4.1.4.11	Added “ISD” Changed “will” to “may”
7-2019	4.1.4.12	Added “ISD”
7-2019	4.1.5.4	Changed “Legal custody documentation may” to “For legal custody situations, legal custody documentation will”
7-2019	4.1.6.1	Added “in a prominent, but discrete location” to both sentences
7-2020	4.1.1.6	Added “AED and Adult, Child and Infant”
7-2020	3.7	Added “3.7 Texas Department of State Health Services Communicable Disease Chart and Notes for Schools and Childcare Centers”
7-2020	4.1.3.12	Deleted “Oral and temporal temperature above 101, Rectal temperature above 102 degrees, tympanic temperature above 100 or armpit temperature above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness, or according to ISD policy.” And Added “Fever – If child’s temperature is 100.0 degrees or higher the day of school or within the previous 24 hours, child must stay home. Child needs to be fever-free for 24 hours (without use of



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		fever reducing medicine) before returning to school, or according to ISD policy.”
7-2020	4.1.3.13	Added “or according to ISD policy.”
7-2020	4.1.5.1	Changed “a person” to “an adult”
12-2020	4.1.7	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match. Document title was “Health Emergency” and Doc title was “Administrative Safety Procedures”. Both titles changed to “Emergencies, Fire, Contagious Disease, Medications and Special Diets”
4-29-2022		reviewed
12/2022	4.0, 4.1, 4.1.4.10	remove “myHeadStart” replace with “web-based data system”