

Area: Health Services – Medical/Dental

Subject: HS01 – Child Medical and Dental Emergency Procedures

Reference: 1304.22 (a)(1-2), Title 22 Lic. Regulations 1012215.1m, 101226 a-d

Policy: Center-based Head Start programs will establish, implement and post policies and procedures to respond to medical and dental-health emergencies.

Procedure:

1. Teaching Staff/Health Staff shall post:
 - a. Policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention.
 - b. Locations and telephone numbers of emergency response systems. Emergency contact numbers include those for police, fire, ambulance, poison control, Child Protective Services, and the Center for Disease Control.
 - c. Emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related as per Emergency Disaster Preparedness Plan).
2. Teachers will maintain up-to-date contact names and phone numbers, child's usual source of medical/dental care, insurance information, special medical concerns (allergies and latest DPT immunization). Update annually and as needed.
3. Documentation of parent/Guardian signed consent for emergency care shall be maintained and annually updated.
4. Emergency contact information shall be accessible for disaster/fire drills and outings away from facility.
5. Teachers/FSW/Health Staff will notify parents in the event of an emergency involving their child. Methods of notification include telephone and/or completion of incident report.
6. Designated Delegate Management shall review staff CPR and First Aid records annually. Opportunities for staff renewal of CPR and First Aid certification shall be offered twice a year.

Supervised by: Health Services Manager

Performed by: Delegate Center Staff, Grantee and Delegate Health Staff, Family Service Staff

Forms needed: Emergency Card, List of Emergency Telephone Numbers, Incident Report, Health Consent Form, Staff Training Minutes

Frequency: Ongoing