

Emergency Card

(Hot Sheet)

CF/R-3 Revised 1/17

(mandatory)

Title 22 Regulations and Head Start Performance Standards require that a parent signed consent form for emergency medical treatment be on file for each child. This card must be taken to the doctor/dentist/source of emergency health care in the event of a medical emergency. Cards for enrolled children must be taken on all field trips (e.g., bus or walking).

1. The form must be completed at the time of enrollment. A new form should be completed for a child transferring in from another center.
2. **Staff should complete the card with parent's assistance.**
 - a. "Medic Alert" section, circle all that apply. The Nurse will verify and add any other pertinent information after obtaining child's health history. Review the information with the parent, especially information about allergies/medications.
 - b. Check service option that applies.
 - c. Location: Enter center name or if Home Base/FCCH enter the center name with which they are associated.
 - d. Phone: Enter center phone or FCCH provider phone number.
 - e. Teacher: Enter lead teacher, infant/toddler's primary caregiver or FCCH provider name.
 - f. Complete name and address section thoroughly, confirming with parent that all information is current.
 - g. Enter name of child's doctor/hospital, phone number and address.
 - h. Enter child's insurance policy number and circle appropriate insurance provider.
 - i. If there is a legal custody issue regarding a child, mark as such on the Emergency Card and obtain a current copy of the custody order.
 - j. Emergency Contact: Obtain current information from parent regarding who they will authorize, in their absence, to call in an emergency. These persons are also authorized to take the child from the facility if the parent is not available.
 - k. Parent will sign and date the Emergency Card in ink.
 - l. If a foster care agency will be picking up the child, the agency name and contact information will be documented on the emergency card.
3. Discuss the center's emergency procedures with the parent/guardian.
4. Staff members must check the emergency card when someone other than the parent asks to pick up the child. If the person is not named on the emergency card, the child is not to be released. Picture identification must be presented if the person is unknown to the staff.
5. File the hard copy in a special card file clearly marked EMERGENCY CARDS. Give the pink copy to the parent/guardian, yellow copy to the nurse; place the white copy in the child's file. *(At the end of the year, or when a child drops, place the card in the Family file.)*

(NOTE: Only the parent or legal guardian can authorize treatment.)

PRESS FIRMLY AND USE A BALLPOINT PEN TO COMPLETE.