

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

Procedure:

1. Educators/Designated 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. Educators 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 updated annually or when emergency information changes.
4. Emergency contact information first aid kit and emergency medication shall be accessible for disaster/fire drills and outings away from facility.
5. Educators/FSW/Designated Health Staff will notify parents/guardian in the event of an emergency involving their child. Methods of notification include telephone and/or completion of incident report.
6. Designated Delegate, Partner, and Grantee Operated Management will have systems to review staff CPR and First Aid records annually. Opportunities for staff renewal of CPR and First Aid certification shall be offered twice a year.
7. Any health emergency or injury that occurs at the facility that requires child to be seen by a physician and/or hospitalized requires the Educator or Designated Health Staff (based on who provided care at the facility), shall complete an Incident Report within 24 hours and send to Community Care Licensing.
8. Site Supervisors will take responsibility for training staff at their assigned sites for responding to emergency situations.

Supervised by: Site Supervisors, Master Teachers, Child Care Specialists

Performed by: Delegate and Grantee Operated Staff/Educators, 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

6/8/2010
6/15/2012