

**Youth Development, Inc.
Early/Head Start
Child Health and Safety**

Policy Number:

Effective Date: 02/12/00

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Agency Approval Date:

Feb. 12, 2000

Reviewed: March 6, 2007,
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Policy Council Approval

Date: February 12, 2000,
04/14/12

Governing Board Approval

Date:

COMPONENT: Child Health and Safety (1304.22(a)(1))

SUBJECT: Medical Emergency

PERFORMANCE OBJECTIVE: To ensure the safety of all children and adults at Head Start and Early Head Start centers and conform to federal and state regulations governing medical emergencies.

OPERATIONAL PROCEDURE:

1. Up-to-date emergency forms listing a family's hospital of choice and emergency contact numbers must remain on file in the classroom.
2. In case of a non **life-threatening** situation, staff must implement the following steps
 - a. Administer First Aid.
 - b. Contact parent/guardian or an emergency contact.
 - c. Contact Center Director/Site Supervisor.
 - d. Complete an accident (incident) report form and submit to the Center Director, Health Manager, and Facilities Manager within 24 hours.
3. In case of a **life-threatening** accident, the following steps are to be followed:
 - a. Administer First Aid.
 - b. Call 911.
 - c. Contact the parent or an emergency contact.
 - d. Contact the Center Director, Vice President or Associate Directors as needed.
 - e. Complete an accident report form and submit to the Center Director and Health Manager within 24 hours.
 - f. Report to New Mexico State Childcare Licensing.
4. Refer to "posted" Emergency Plan in each classroom for specific staff assignments.

PLEASE POST IN THE CLASSROOM