

Tri-County Community Council, Inc.
Head Start

Section: **Child Health and Safety P.S. 1304.22**

Subject: **Animals on Site**

POLICY:

Animals will not be permissible at any Head Start center unless properly immunized.
(Fish will be permitted)

PROCEDURE:

1. Animals must be properly immunized, free from disease, and clean.
2. Parents must be informed in writing of all animals on the premises. Such information may be provided by way of a conspicuously posted notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment form.
3. Documentation of current immunizations must be available for review upon request by the licensing authority.
4. Children must wash their hands after feeding fish.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: **Bus Disinfection**

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to ensure that the buses used to transport Head Start children are disinfected following accidents by the children.

PROCEDURE:

1. Bus monitors will be responsible for cleaning any spills of body fluids by Head Start children while riding the bus.
2. Bus monitors will carry a bag containing the following items to help with cleaning spills:
 - “Vomit Control” absorbent material
 - Disinfectant wipes
 - Baby wipes
 - Gloves
 - Hand sanitizing solution
 - Plastic bags
 - Roll paper towels
 - Change of clothes for a boy and a girl
 - Emergency contact numbers
3. Using universal precautions, the bus monitor will clean spills on children as soon after the spill as possible. If necessary, the child's clothes will be changed and the soiled ones sent home with the child.
4. The seat and floor will be cleaned by applying absorbent material to the spill as soon as possible.
5. Upon arrival at the destination, the bus monitor will sweep up the absorbent material and wipe all affected areas with disinfectant wipes.
6. All waste material will be double bagged using the bags provided and discarded in the nearest trash receptacle.
7. Using the bus incident form, the bus monitor will notify the Center Coordinator of the spill as soon as possible.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Child Abuse and Neglect Report Follow-up**

POLICY:

Head Start staff members reporting child abuse and neglect will document and follow-up with the appropriate agencies, until the reported issues(s) have been taken care of and the case is closed by the appropriate agencies.

PROCEDURE:

1. The staff member that has called in the report must inform their supervisor and the Head Start Director.
2. The staff member that has called in the report must write an incident report and send it to the Head Start Director immediately.
3. If the child is removed from the home, check with the DCF caseworker to see if child can remain in Head Start. If child cannot remain in the immediate area and attend Head Start, then the child's slot may be filled.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Child Safety**

POLICY:

Classroom teachers will use caution when using heat-producing appliances in the classroom.

PROCEDURE:

1. All electric skillets, toaster ovens, and popcorn poppers will be kept out of reach of the children.
2. No glue guns will be used in the classroom while children are present.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Dental and Health Follow-ups**

POLICY:

Head Start will assist each family enrolled in Head Start to continue to follow the recommended schedule of well child care.

PROCEDURE:

1. The Center Coordinator, Family Service Worker, or the Health Services Coordinator will send a letter to parents/guardian informing them of the need to make necessary appointments.
2. The Center Coordinator or Family Service Worker will communicate with parent/guardian by telephone or letter to verify that appointment was made and assist them if help is needed in making the appointment or arranging transportation.
3. The Center Coordinator, Family Service Worker, and Health Services Coordinator will work together to empower parents to seek out and obtain services that are needed.
4. The Center Coordinator, Family Service Worker, and Health Services Coordinator will send a request for information along with dental release and medical release forms to the appropriate dentists and physicians to obtain a record of treatment to be filed in the family file.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22(a)

Subject: **First Aid-CPR Training**

POLICY:

First Aid/CPR training is required for the teaching staff.

PROCEDURE:

1. All staff will attend First Aid/CPR training. The cost of the classes will be paid by Head Start.
2. The First Aid/CPR class will be arranged by the Family Services Coordinator or Trainer.
3. First Aid will be renewed every three years.
4. CPR will be renewed annually.
5. If an employee misses a First Aid/CPR training, he or she is required to arrange for the training themselves and may be required to pay for the training.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: **First Aid Kits**

POLICY:

It is the policy of Tri.-County Community Council, Inc. Head Start to have First Aid Kits readily available to all staff to be used in case of an emergency. These kits will be stocked with all required items per state licensing laws.

PROCEDURE:

1. At least one first aid kit containing items will be maintained in each Head Start classroom. Each kit will be in a closed container and labeled clearly "First Aid Kit". Kits will be stored out of the reach of children. A fully stocked first aid kit will be taken on all field trips.
2. The following items will be in each kit. Other items will be added to kits after approval by the Health Services Coordinator, the Health Advisory Committee, the Head Start Director and the Policy Council:
 1. Liquid soap
 2. Instant hand sanitizer
 3. Band Aids
 4. Disposable latex gloves
 5. Cotton balls
 6. Cotton tipped applicators
 7. Sterile gauze pads
 8. Sterile gauze rolls
 9. Adhesive Bandages
 10. Adhesive tape
 11. Digital Thermometer
 12. Tweezers (The use of tweezers is considered invasive.)
 13. Pre-moistened wipes
 14. Scissors
 15. A current CPR and First Aid Resource Guide
3. The designated staff member will inventory and restock each kit at the beginning of each school year. Each center will have one designated staff member to monitor the kits monthly and restock them as needed. As kits get low of supplies a need list will be sent to the Health Services Coordinator.
4. A monthly monitoring report will be completed by the designated staff member and filed in the monitor book kept on site at the center in the center coordinator's office.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22(a)(1) & (2)

Subject: **Hand Washing**

POLICY:

Each child, staff or volunteer will wash their hands at various times of the day. For instance: upon arrival at Head Start, after bathroom use, before eating, after use of tissue, after outside play and water play.

PROCEDURE:

1. Wash hands with liquid soap for at least 20 seconds.
2. Wash hands thoroughly, paying close attention to germs that may be trapped under nails and in crevices.
3. Rinse well to remove all traces of soap.
4. Dry hands with paper towels.
5. Use a paper towel to turn off the faucet after washing hands.
6. Allow hands to dry thoroughly after cleansing (before making contact with anything).

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: **Head Lice**

POLICY:

Head Start has a no bug policy due to head lice being so widespread. If a child shows signs of head lice such as nits or lice, that child will be sent home. Upon returning to school the child will be checked again by a designated Head Start staff, before returning to the classroom.

PROCEDURE:

1. Send a note home to the parents stating that lice/nits were found in the child's hair.
2. Send instructions on treating head lice to parents
3. The child must be treated with a recognized lice treatment, available at most drug stores and discount stores and the health department.
4. The parent must bring child to center and wait while the child is being checked for clearance to return to the classroom.
5. The parent must provide proof of treatment such as a box top, bottle label or cash register receipt of the solution used to treat head lice.
6. The child is allowed only three (3) days of excused absence for head lice.
7. If Parent/Guardian or other allowable pick-up contacts are unable to be contacted the child will be placed in a specific area of the classroom a distant away from others but close enough to feel apart of their classroom activities.
8. If a child rides a bus home, the escort may place the child in a seat by themselves due to the close proximity.

Tri-County Community Council, Inc.
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Section: Child Health and Safety P.S. 1304.22

Subject: Identification of Medical, Dental, or Developmental Concerns

POLICY:

Head Start staff will identify any new or recurring medical, dental, or developmental concerns through observation.

PROCEDURE:

1. Head Start staff will make periodic observations and record the developmental progress of each child.
2. Staff will note changes in physical appearance of the child and notify the parents of changes.
3. Staff will observe and record emotional and behavioral patterns of the child.
4. Staff will obtain input from the parents and staff through meetings for the child.
5. A referral to the appropriate provider will be made after parental/guardian permission is obtained.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Involving Parents in Health Care**

POLICY:

Head Start will involve parents to ensure that each child is receiving appropriate health care services.

PROCEDURE:

1. Head Start will consult with parents/guardians when a health or developmental problem is suspected or identified.
2. Head Start will explain and familiarize parents with all health and developmental procedures administered through the program.
3. Head Start will obtain parent/guardian consent before any diagnostic or treatment procedure is done.
4. Head Start must have written documentation if a parent/guardian refuses to give authorization for health services.
5. Head Start will share all the results of diagnostic and treatment with the parents/guardians.
6. Head Start will help parents/guardians to familiarize the child in a developmentally appropriate way of the upcoming procedures or treatments.
7. Head Start will encourage parents/guardians to become actively involved in the child's health care progress.

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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Mental Health Guidance**

POLICY:

Head Start will obtain direct guidance from a mental health or child development professional.

PROCEDURE:

1. Head Start will send a referral for a generic classroom observation to allow the mental health professional to observe all the children in the general setting.
2. If a suspected problem is found, the parents/guardians will be contacted in order to obtain permission to observe the individual child.
3. A referral is then sent to the mental health professional requesting an individual observation.
4. The mental health professional will provide teachers with information on how to use the findings and how to address the child's needs after observing the child.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety P.S. 1304.22**

Subject: **Ongoing Health Care**

POLICY:

Head Start will determine if each child has an ongoing source of health care.

PROCEDURE:

1. Identify the name of the physician of the child.
2. Identify the name of the dentist of the child.
3. Identify the name of the insurance company of the child.
4. If no physician, dentist, Medicaid, or insurance is identified, the Head Start staff will assist the parents through phone calls, filling out forms, and computer assistance for available providers.
5. If the parent has no phone, the Head Start center phone number can be a contact for the provider information.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: **Outdoor Prevention**

POLICY:

All Children will be dressed appropriately according to the weather when going outdoors and will be protected from insect-borne disease.

PROCEDURE:

1. All children will be dressed appropriately according to the weather.
2. If weather is at 90 degrees or above, outside time can be reduced.
3. If weather is at 30 degrees or below, outside time can be reduced.
4. The Health Services Coordinator will work together with the local Health Departments to ensure knowledge of any insect-borne activity.
5. Children will be monitored at all times for heat or cold protection.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22(a)(2)

Subject: **Permission to Obtain Emergency Medical Care**

POLICY:

Every child will have a medical emergency consent form filled out yearly.

PROCEDURE:

1. An “Authorization to Consent to Medical Treatment for a Minor Child” Department of Children and Families form will be filled out by the parent/guardian at the beginning of each program year with the following information:
 - a. Parent/guardian's name
 - b. Address of parent/guardian
 - c. Child's name
 - d. Birthday
 - e. Head Start Center
 - f. Doctor's name
 - g. Child's allergies
 - h. Medication child is taking
 - i. Insurance Company
 - j. Insurance number

2. The form will then be checked by the Family Service Worker or Center Coordinator and notarized.

3. The form will be placed in the child's folder.

Tri-County Community Council, Inc.
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Section: Child Health and Safety P.S. 1304.22

Subject: Preventative and Primary Health Care

POLICY:

Every Head Start child will be up to date on a schedule of age appropriate preventative and primary health care.

PROCEDURE:

1. Head Start will incorporate the requirements utilized by the well child exam.
2. Head Start will require the latest immunization recommendations issued by the Center for Disease Control and Prevention.
3. Head Start will follow the local Health Services Advisory Committee recommendations based on the community health problems.
4. Head Start will assist parents in making arrangements to bring the child up to date on the schedule provided.
5. Head Start will continue to follow the recommended schedule after the child has been brought up to date.
6. Head Start will track the provision of health care services.
7. Head Start will arrange testing, examination, and treatment for each child with an observable, known, or suspected health or developmental problem.
8. Head Start will develop and implement a follow-up plan for any identified condition so that any needed treatment can begin.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: Reporting Accidents

POLICY:

An accident report form will be filled out every time a child gets a scratch, scrape, bump, or bite while in the care of Head Start personnel.

PROCEDURE:

1. Emergency telephone numbers, including ambulance fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the facility's address and directions to the facility, including major intersections and local landmarks. This must be posted on or near all facility telephones, and shall be used to protect the health, safety and well-being of any child in care.
2. Head Start staff will report all accidents/incidents to their immediate supervisors immediately.
3. The staff member witnessing the accident/incident will fill out the Children and Families accident/incident report at the time of the accident with the following information and give to their supervisor for signature:
 - a. Child's name
 - b. Date and time of accident/incident
 - c. Type of accident/incident
 - d. Name of Head Start center
 - e. Parent/guardian signature
 - f. A brief report of accident/incident.
4. If the accident requires medical attention, the supervisor will report the accident/incident to the Human Resource Manager and Head Start Director.
5. Telephone parent/guardian to inform them of the accident/incident.
6. The parent/guardian will sign the accident/incident report.

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Section: Child Health and Safety P.S. 1304.22

Subject: Seizures

POLICY:

Head Start will maintain a safe environment for all enrolled children.

PROCEDURE:

1. Do not restrain the child's movements any more than is necessary to protect him/her from hurting himself/herself.
2. Loosen clothing.
3. Keep the child away from sharp or hot objects.
4. Do not force the child's mouth open.
5. Do not force anything between the teeth.
6. Turn the child on his/her side so that the saliva can flow out of the mouth.
7. Treat the occurrence matter-of-factly, and explain to the other children that there is no danger, that the seizure will be over in a few minutes.
8. After the seizure stops and the child is relaxed, let him/her sleep or rest for a few minutes.
9. Notify the parent/guardian that a seizure has taken place and let them contact their local doctor if needed.
10. In describing the seizure to the parent/guardian, doctor, or supervisory personnel, be as accurate as possible.
11. Use this opportunity to help the other children understand the nature of the classmate's illness.
12. Fill out Accident/Incident report (with all appropriate signatures) and file in child's folder.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22

Subject: **Supervision of Children**

POLICY:

In compliance with Head Start, all children must be under the direct supervision of (2) adults (1 which must be a Head Start staff member), indoors and outdoors, at all times during Head Start's hours of operation. Department of Children and Families staff ratio will be followed during VPK and Extended Care hours of operation.

PROCEDURE:

1. At all times there will be (2) adults (1 which must be a Head Start staff member) supervising children.
2. Staff will place themselves strategically around the classroom and playground so that all children can be observed and direct supervision can be provided.
3. Staff will at no time leave a child unattended for any amount of time.
4. Staff will monitor children when children are using bathroom. Staff will do a head count of children when leaving classroom, lunchroom or outside.
5. Staff will carry a class roster on their person to assist in accounting for children at all times.
6. Department of Children and Families staff/child ratio will be followed for VPK and Extended Care hours of operation.

* This is a policy that if not followed could be grounds for disciplinary action to the staff member.

Tri-County Community Council, Inc.
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Section: **Child Health and Safety** P.S. 1304.22(d)(1)

Subject: **Tricycles**

POLICY:

Tricycles will be available for children during outside play on a daily basis.

PROCEDURE:

1. Children will have free choice when outside and can choose to ride the tricycles.
2. Children are encouraged to take turns when others want to ride the tricycles.
3. Children will not be allowed to ride tricycles into other children and/or other tricycles.
4. Children will be required to wear a helmet properly when riding a tricycle, bicycle, or wagon