

Approved by PC:

Approved by BOD:

**Area:** Health Services

**Subject:** First Aid Kits/Emergency Backpacks

**Reference:** 1302.47 (b) (1) (vi), Child Care Licensing Chapter 4, Section 14 (ff)

**Policy:** First Aid Kits are readily available and restocked after use.

**Procedure:**

1. Each classroom will have an emergency backpack large and sturdy enough to contain the following items:
  - \*Up-to-date child emergency information
  - \*Flash light with batteries
  - \*Emergency granola bars/snack for all kids
  - \*All medications (locked in bank bag, with medication consent form, medication record and Dr. Signed Special Care Plan or Allergy Plan)
  - \*Portable 1<sup>st</sup> aide supplies
  - \*2 liters of water & box of Dixie cups
  - \*Hand Sanitizer
  - \*2 garbage bags
2. Easily accessible, well-supplied, age appropriate first aid kits are maintained for each classroom and portable kits (back pack) are available for outings away from the center including Discovery Group for EHS.
3. Emergency contact information will be kept in the emergency back pack, and will be updated monthly, or as needed to accommodate newly enrolled children.
4. First aid kits are restocked after use. Inventory will be documented monthly on the First Aid Kit Inventory Checklist, which is kept on or near the first aid kit. Staff will check for items that will become outdated in the upcoming months and will request new items before they expire. Center staff will date and initial the checklist to be turned in at the end of the school year.
5. **Classroom First aid kits will include:** band aids, sealed antiseptic wipes, scissors, tweezers, thermometer, bandage tape, sterile gauze pads, flexible roller gauze, triangular bandages, safety pins, first aid tape, cold pack, first aid cream, mouth guard, first aid guide, disposable gloves, eye wash, Poison Control number. **Portable First Aid Kits will include:** (FOR EMERGENCY BACKPACK) band aids, sealed antiseptic wipes, Kleenex, disposable gloves, Children's Emergency Contact Information, rescue medication, Emergency Contact Log
6. Health Services Manager will check all emergency kits during each center's on-site Health and Safety Assessment. This will be completed by the EHS Director for Early Head Start.

**Supervised by:** Center Supervisor, Health Services Manager, EHS Director

**Performed by:** Designated center staff in each classroom, Home Visitors

**Forms needed:** First Aid Kit Checklist, Emergency Contact Log for Back Pack

**Frequency:** Monthly

Approved by PC:

Approved by BOD:

**Area:** Health Services/Child Safety

**Subject:** Child Release

**Reference:** 1302.47 (b)(7)(v), Child Care Licensing Chapter 4, Section 10(d)(iii)

**Policy:** Head Start Staff will ensure the safety of all children during pick-up and drop-off times through releasing children to approved contacts only.

**Procedure:**

1. Head Start Classroom center doors will remain unlocked for 30 minutes during drop off and pick up times. During all other times doors will be locked. Each center will ensure appropriate notification methods are in place (bell, buzzer, or door being close enough to hear knocking). Parents will be notified of this policy prior to their child entering the Head Start classroom.
2. During the enrollment process parent/guardians are asked to fill out an Emergency Contact form listing any person authorized to pick up their child in the event of an emergency. Parent/guardians are encouraged to list all persons 18 and older who might need to pick up their child.
3. Head Start will not release any child to anyone without written consent. Consent must be formal and in person and not communicated through Facebook, phone call, email, or other social media outlet.
4. Parent/Guardians are asked to update the Emergency Contact list monthly to ensure all information is current.
5. In the event two parents living separately share custody, Head Start will add adults to the Emergency Contact list as requested. Parent/Guardians must agree on all individuals on the list before any changes can be made. Verification must be made by Head Start staff members before adding anyone to the list.
6. In the case where a parent/guardian wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation supporting such requests.
7. In the event where violence or kidnapping could be an issue, photographs of dangerous individuals must be provided for the child file to assist staff in identifying these individuals. This includes custodial issues where a child may be at risk.
8. Head Start staff will be required to check the photo ID of anyone other than a parent/guardian prior to releasing a child.
9. After one hour, if all Emergency Contacts have been exhausted, staff will call their local Department of Family Services to report the incident.

EHS:

1. Doors will remain locked at centers during Discovery Group time.
2. Parent(s)/guardian(s) must attend Discovery Group with their child therefore; children are never released to other emergency contacts during Discovery Group.

**Supervised by:** Center Manager/Health Services Manager, EHS Director

**Performed by:** All Staff

**Forms needed:** Emergency Contact

**Frequency:** Ongoing

Approved by PC:

Approved by BOD:

**Area:** Health Services-Medical/Dental

**Subject:** Emergency/Safety Procedures

**Reference:** 1302.47 (b)(4,7,8), (g), Child Care Licensing Chapter 4, Section 14 (u,v), Chapter 10, Section 17 (a-c)

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

**Head Start Procedure:**

**1. Head Start Center Supervisor shall post:**

- a. A plan of action for emergencies requiring rapid response on the part of staff or requiring immediate medical or dental treatment to include; CPR, 1<sup>st</sup> Aid, Universal Precautions, Hand Washing, and Dental Emergencies. Head Start centers will post copies of their most recent fire inspection, Department of Family Services Licensing Certificate, and USDA Health Inspection.
- b. Locations and telephone numbers of emergency response systems. Emergency contact numbers will include local police, fire, ambulance, Department of Family Services, Poison Control, and Center for Disease Control. Emergency numbers will be posted in each classroom on the central bulletin board, and/or next to all accessible phones.
- c. Emergency evacuation routes (center specific and community wide) and other safety procedures for emergencies to include an Emergency Preparedness Plan.

**2. Teachers will maintain up-to-date emergency contact names and phone numbers, child specific medical providers, and any applicable Special Care Plans or Allergy Plans.**

- a. Emergency information will be updated with parents/guardians monthly, and as needed, through the daily sign in and sign out sheet.

**3. Documentation of Parent/Guardian signed consent for emergency care shall be maintained and updated annually. A copy of this consent will be placed in the child's file, as well as the emergency back pack. Any child with a rescue medication must have a copy of this form kept with the medication.**

**4. Emergency contact information shall be up-to-date and accessible for emergency drills and outings away from facility.**

- a. A back pack containing all emergency phone numbers, child emergency information, 1<sup>st</sup> aid supplies, any locked rescue medications, flash light/batteries, hand sanitizer, granola bars, and 2 liters of water, shall be taken outside by the teachers any time the class leaves their classroom.
- b. A designated staff member will have the emergency walkie-talkie on them at all times, and will coordinate for an exchange during outside time. Please ensure that someone inside the center is aware you are leaving and has the corresponding walkie-talkie on.

**5. In the event of an emergency involving a child (after the child is safe and secure), staff will notify parents by phone immediately and an accident/incident report will be completed.**

- a. Accident reports will be signed by the parent/guardian, teacher, and scanned/emailed to the Health Services Manager by the end of the day the event occurred. Reports will be reviewed, signed, and scanned back to the teacher. A copy should be given to the parent, as well as filed in the health section of the child file.

**6. Staff will be certified in 1<sup>st</sup> Aid and CPR and will recertify bi-annually.**

- a. Certification and re-certification will be tracked by the PDM Manager.

**7. Center Supervisors will take responsibility for training all center staff in responding to emergency situations specific to their center.**

- a. Each center will complete two emergency drills monthly, with one being designated as a fire drill. The second drill should vary in nature (tornado, earthquake, lockdown), and should be conducted at different times throughout the day to include meal times.
- b. Emergency drills will be recorded on the emergency drill log, posted, and turned into the Health Services Manager at the end of the month.
- c. Staff should be oriented to their center's emergency preparedness plan/procedures and know what their roles and responsibilities are.

**EHS:**

1. Home Visitor shall post:
  - a. Policies and plans of action for emergencies requiring rapid response on the part of staff or requiring immediate medical or dental treatment to include; CPR, 1<sup>st</sup> Aid, Universal Precautions, Hand Washing, and Dental Emergencies.
  - b. Locations and telephone numbers of emergency response systems. Emergency contact numbers will include local police, fire, ambulance, Poison Control, and Center for Disease Control. Emergency numbers will be posted in each Discovery Group classroom on the central bulletin board, and/or next to all accessible phones.

- b. Emergency evacuation routes and other safety procedures for emergencies to include an Emergency Preparedness Plan.
2. Home Visitors will maintain up-to-date emergency contact names and phone numbers and child specific medical providers.
  - a. Home Visitors will update emergency contact information as needed on the Emergency Contact Information. Any time an update is made, a copy will be placed in the Emergency Backpack.
3. Staff will be certified in 1<sup>st</sup> Aid and CPR and will recertify bi-annually.
  - a. Certification and re-certification will be tracked by the PDM Manager.
4. Home Visitors will be responsible for tracking response in emergencies.
  - a. Each Home Visitor will complete one emergency drill during each Discovery Group. These will vary between a fire drill, lockdown and tornado. Drills are recorded on the Evacuation Drill Log and posted at the center.

**Supervised by:** Health Services Manager, PDM Manager, EHS Director

**Performed by:** Center Staff

**Forms needed:** Emergency Preparedness Plan, Emergency Drill Logs, Accident/Incident Report, Evacuation Drill Log (EHS), and Emergency Contact Information (EHS)

**Frequency:** Updated annually

Approved by PC:

Approved by BOD:

**Area:** Health Services/ Education Services

**Subject:** Field Trip Permission/Safety

**Reference:** 1302.47 (b)(2) (iii), (4)(e), Child Care Licensing Regulations Sections Chapter 4, Section 8, (e)

**Policy:** Absaroka Head Start will obtain parent/guardian permission prior to any field trip or outing away from the Head Start Center, and continually ensure the safety of all children.

**Procedure:**

1. All field trips or off site visits require prior approval from the Education Services Manager, and will be documented appropriately on classroom lesson plans.
2. Head Start teaching staff will obtain a signed Field Trip Permission form for all children a minimum of three days prior to the event.
3. Head Start teaching staff will ensure the appropriate level of supervision is met or exceeded at all times, adhering to child care licensing staff-child ratio requirements. Parent volunteers or substitute staff members are strongly encouraged.
4. A Head Start staff member will always accompany children into off-site restrooms. If gender restrictions on public restrooms apply, teaching staff are required to make prior arrangements assuring staff can safely assist all children.
5. Emergency back packs will be taken off site and staff will verify the following prior to leaving the center;
  - a. Up to date Emergency Contact forms
  - b. Readily Available 1<sup>st</sup> Aid Kit
  - c. Rescue Medication is included as needed (see Medication Policy)
6. All means of transportation other than walking must be approved by the Health Services Manager a minimum of week prior to the event, and must meet all recommended transportation safety guidelines.

**Supervised by:** Health Services Manager/Education Services Manager

**Performed by:** Center Staff

**Forms needed:** Field Trip Permission, Lesson Plan, and Emergency Contact

**Frequency:** Ongoing



Approved by PC:

Approved by BOD:

**Area:** Health Services

**Subject:** Food Safety and Sanitation

**Reference:** 1302.47 (b)(1)(i), (b)(6), Child Care Licensing Chapter 8, Sections 1-4

**Policy:** Absaroka Head Start will post evidence of compliance with applicable laws regarding food safety and sanitation.

**Procedure:**

1. The following up to date items will be posted in Head Start Centers; DFS license, USDA kitchen inspection, fire inspection, temperature logs (food/refrigerator/freezer), nutrition related Special Care Plans or Allergy Plans, Serve Safe training certificate for all cooking staff, CACFP production records, and menus.
2. Center cooks will provide daily food temperature logs to include one hot and one cold item, and will record the temperatures of the refrigerator and freezer. EHS Home Visitors will temp one hot and one cold item for each Discovery Group meal. EHS temperature logs will be checked monthly during case management by the EHS Director.
3. To ensure all applicable food safety and sanitation laws are maintained, all food will be prepared fresh in center facilities. No outside food will be allowed in centers unless it is in original or clearly marked store bought packaging.
5. Absaroka Head Start PDM Manager will maintain records on all staff and regular classroom volunteers for up to date TB clearance.
6. All volunteers and parents who enter the kitchen are to adhere to the same kitchen guidelines as center staff. The guidelines are determined by each center's health inspector, and volunteers and parents must have clarification of these guidelines prior to volunteering. The number of additional people in the kitchen should be minimal at all times, unless during a scheduled activity preapproved by the Health Services Manager.

**Supervised by:** Health Services Manager, EHS Director, PDM Manager, Center Supervisors

**Performed by:** Cooks, Home Visitors

**Forms needed:** Temperature Log

**Frequency:** Annually, ongoing

Approved by PC:

Approved by BOD:

**Area:** Health Services/Safety

**Subject:** Health and Safety Monitoring

**Reference:** 1302.47 (A-C), Department of Family Services Child Care Licensing Chapter 8, Section 12

**Policy:** Absaroka Head Start will conduct ongoing environmental health and safety checks and will strive to provide the safest learning and working environment possible.

**Procedure:**

1. All center staff will be responsible for maintaining safe and clean learning environments, and will be responsible for completing and tracking the daily classroom/center health and safety checklist.
2. A designated center staff will be responsible for completing and tracking a daily playground safety check. The safety check should occur daily prior to children going onto the playground. The staff member should walk the fence around the entire premises and visually check all playground materials and equipment identifying any safety concerns. Immediate concerns should be reported to the Health Services Manager and children should not be allowed on the playground until safety concerns have been fixed.
3. Center Supervisors will be responsible for ensuring all daily checks are being completed as well as the a monthly center safety assessment.
4. The Health Services Manager will complete a formal health and safety assessment at each center to occur in August (prior to kids returning), January, May, or any other time concerns arise.
5. All safety checks should be visibly posted in each classroom and will be scanned to the Health Services Manager at the end of each month.

**EHS:**

1. EHS Home Visitors will complete the Health and Safety Monitoring Checklist on the day of each socialization. Any safety concerns (either in the center or on the playground) will be corrected prior to parents/children arriving for socialization. In the event the safety issue cannot be corrected in time prior to children and parents arriving for Discovery Group, the EHS Director will be contacted to discuss the possibility of either relocating Discovery Group for the day or cancelling and re-scheduling.
2. Home Visitors will complete a quarterly Health and Safety Checklist.
3. EHS Director will complete a Health and Safety Assessment at each EHS site three times per year.

**Supervised by:** Center Supervisor/Health Services Manager/EHS Director

**Performed by:** Center Staff, Home Visitors

**Forms needed:** Daily Health and Safety Check, Monthly Center Check, Classroom Health and Safety Assessment, Daily Playground Check, Daily Kitchen Checklist, EHS Health & Safety Monitoring Checklist, EHS Quarterly Health and Safety Checklist

**Frequency:** Daily, Monthly, Quarterly

Approved by PC:

Approved by BOD:

**Area:** Health Services

**Subject:** Injury Prevention and Accident/Injury Reporting

**Reference:** 1302.47 (b) (1-7), Child Care Licensing Chapter 4, Sections 1-19

**Policy:** Absaroka Head Start will ensure staff and volunteers demonstrate safety practices, while promoting safety awareness among children and parents.

**Procedure:**

**Injury Prevention**

1. Head Start staff will complete a daily classroom health and safety checklist ensuring classrooms are free of potential hazards, and that clean/sanitary conditions are maintained. Shared classrooms for AM/PM classes will be inspected between the class transition for immediate health and safety hazards.
2. Center Supervisors will complete a monthly facility health and safety check list.
3. An in depth health and safety assessment will be completed by the Health Services Manager in August/September, January, and May. The results of the assessment will be shared in person or in writing with the Center Supervisor. The assessments will be kept in the Health/Safety Inspections binder.
4. Head Start staff will complete a daily playground safety checklist ensuring that outside areas are free of hazards, and that the perimeters of the playground have been inspected. Any health and safety concern will be reported immediately to the Health Services Manager, and children will not be allowed to play in/on/around unsafe equipment or environments.
5. Checklists are turned into the Health Services Manager at the end of each month for review. If any repairs or new items need to be purchased, the Health Services Manager will ensure any and all necessary follow up is completed.

## Accidents/Injury Procedures

1. Significant accidents or injuries involving children must be reported immediately (as soon as the child is safe and secure) to the parent/guardian, Center Supervisor, Health Services Manager, or any available member of management. All incidents must be documented on the accident/incident report form. This form is turned into the Health Services Manager by the end of the day the incident happened. A copy of this form goes in the child file at the end of the Health section, and one to the parent/guardian.
2. Staff will complete bi-annually mandated health trainings in Blood-Borne Pathogens, Sanitation, Fire Safety, CPR and First Aid. These records are maintained by the PDM Manager.
3. Safety awareness is promoted among children and parents through on-going education, community learning opportunities, and parent activities/meetings. These avenues can include; Facebook, center newsletters, and community resource calendars.

## EHS:

1. Home Visitors will be responsible for ensuring the agency provides a safe environment for all families attending Discovery Group, as well as assisting parents in providing a safe home for their child.
2. Home Visitors will complete a Safe Home Questionnaire with the family at enrollment and every 6 months thereafter to make parents aware of any potential hazards in their home.
3. After completing the Safe Home Questionnaire, Home Visitors will collaborate with parents to create a safe home environment.
4. Home Visitors will complete a Health and Safety Monitoring Checklist two times per month at the Discovery group site. This will ensure a safe environment is provided for families attending Discovery Group. Any safety concerns will be corrected prior to families arriving for socialization.

**Supervised by:** Center Supervisors, Health Services Manager, EHS Director, PDM Manager  
(any staff trainings)

**Performed by:** Certified Trainers, Center Staff, Home Visitors

**Forms needed:** Daily Health and Safety Check, Monthly Health and Safety Check, Playground Safety Checklist, Head and Safety Assessment, Accident/Incident Report, Safe Home Questionnaire (EHS), Health & Safety Monitoring Checklist (EHS)

**Frequency:** Throughout Program Year, Pre-service Training, as needed for new staff

Approved by PC:

Approved by BOD:

**Area:** Health Services

**Subject:** Universal Precautions

**Reference:** 1302.47 (b) (4) (A-H), Federal OSHA Standard of 1993, Wyoming Department of Agriculture Licensing Requirements for Child Care Centers, Child Care Licensing Chapter 4, Section 14 (aa)

**Policy:** To limit the risk of exposure to blood-borne pathogens while reducing the chances of spreading infectious and contagious disease, Absaroka Head Start will follow Universal Precautions promoting safe hygiene, sanitation and disinfection practices.

**Procedure:**

1. Use of Latex/Vinyl Gloves

Gloves must be worn when there is a chance of exposure to blood or body fluids. Disposable gloves must not be reused and must be discarded after each use. Hands must be washed after gloves are used.

2. Hand Washing

Hand washing is the single most effective means for preventing the spread of infection, and is a primary infection control procedure. Good hand-washing techniques include washing hands with liquid soap and running water for at least 15-20 seconds, with particular attention paid to the areas between the fingers, under nails, and under rings. Hands must be rinsed and dried thoroughly to avoid chapping or breaking of skin. Intact skin is the first line of defense against infection.

Staff, volunteers, and children shall wash their hands with soap and running water at least at the following times:

Children:

- a. After diapering or toilet use.
- b. Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the table).
- c. Whenever hands are contaminated with blood or other bodily fluids.
- d. After handling pets or other animals.
- e. Prior to use of sensory table.
- f. After outdoor/recess time.
- g. After wiping/blowing noses or sneezing.
- h. Home Visitors will wash hands with the child and family before a Home Visit. This will be documented on the Home Visit Lesson Plan.

**Staff and volunteers:**

- a. Before and after giving medications.
- b. Before and after treating or bandaging a wound. Gloves should be worn if there is contact with blood or blood-containing body fluids).
- c. After assisting a child with toilet use, or own personal use.
- d. After assisting a child with wiping/blowing nose or sneezing, or own personal.
- e. Prior to prepping, handling, consumption, or any food-related activity (e.g., setting the table).

**3. Exposure**

Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) are cleaned and disinfected immediately. Each center is supplied with spill kits to be used for cleaning and absorbing any significant amount of bodily fluid. Spill kits will be disposed of properly after each use in a plastic bag with a secure tie. All contaminated areas or additional tools and equipment will be cleaned and disinfected.

**4. Sanitizing/Disinfecting**

Sanitizing and disinfecting are important steps in the killing of germs, which can reduce the number of transmitted diseases. Proper sanitizing and disinfecting steps include the following;

- a. Bleach/water solution should be prepared fresh daily.
- b. Bleach/water formula should be tested daily with PH strips.
- c. All spray bottles will be labeled as Bleach/Water and the correct concentration.
- d. All spray bottles will be kept out of the reach of children, and chemicals will be locked and stored in their original containers.
- e. First clean all surfaces with soap and water.
- f. Rinse all surfaces with clean/clear water.
- g. Follow the formula table below in creating bleach/water formula. Either immerse the item for 1 minute, or for surfaces allow the mixture to sit and air dry.
- h. Disinfecting should occur frequently during cold and flu season, and as needed.

<b>Clean Soap &amp; Water</b>	To physically remove dirt and contamination. The friction of cleaning removes most germs and exposes any remaining germs to the effect of a sanitizer or disinfectant used later. (Standards from <i>Caring For Our Children, 3<sup>rd</sup> Edition</i> )
<b>Sanitize</b>	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations. (Standards from <i>Caring For Our Children, 3<sup>rd</sup> Edition</i> )
<b>Disinfect</b>	To destroy or inactivate most germs on any inanimate object, but not bacterial spores. (Standards from <i>Caring For Our Children, 3<sup>rd</sup> Edition</i> )

<b>Sanitize/Disinfect</b>		<b>Amount of Bleach</b>	<b>Amount of Water</b>	<b>Temperature of Water</b>
Food Contact Surfaces Dishes, Utensils, Pans		1 Teaspoon (50-100 ppm)	1 Gallon	70°F (min)
All surfaces Diapering Areas Hard Surfaces Toys		2 Teaspoon (100-200 ppm)	1 Gallon	70°F (min)
Kitchen Countertops	Daily-Clean and sanitize after meal preparation			
Kitchen Utensils	Daily-Clean and sanitize after each meal, or after use			
Bathroom Surfaces	Daily-Clean with soap and water, rinse, sanitize			
Diaper Changing Area	Daily-Wash surface with soap and water, apply sanitizer, let air dry			
Tables/Chairs	Daily/As needed-Wash surfaces with soap and water, rinse, apply sanitizer, air dry			
Toys	Weekly-Clean with soap and water, rinse, sanitize			

5. Trash Disposal

Gloves, bandages, spill kits, and other materials contaminated with blood or potentially infectious materials, shall be disposed of in securely tied plastic bag.

6. Reporting

When a child, staff, or volunteer comes into contact with human blood or other potentially infectious materials, staff must notify their immediate supervisor and/or parents and seek medical attention and follow up if necessary.

7. Training

Absaroka, Inc. ensures all staff members are properly trained through STARS certified annual Blood-borne Pathogen training, and ongoing education and support from local health inspectors.

8. Storage Of Chemicals

Items of potential danger to children or any other cleaning agent (ie. flammable liquids, toxic materials, detergents, aerosols) must;

- Be kept in the original containers with original label intact, indicating contents.
- Be stored in an area not use by children.
- Be stored separately from food items or food service equipment.
- Be secured by a child proof lock.
- Be accompanied by Material Safety.



- f. Not be purchased unless it has been approved as an acceptable/safe cleaning agent.

**Supervised by:** Center Supervisors, Health Services Manager, EHS Director

**Performed by:** Center Staff, Home Visitors

**Forms needed:** Hand Washing Charts, Health and Safety Checklists, and Home Visit Lesson Plan (EHS)

**Frequency:** Ongoing