

 <b>Policy #:</b> Health 4.4	<b>Effective Date:</b> 09/2009	<b>Page #:</b>
<b>Ref #:</b> PS: 1304.22 (a) TNL: 1240-4-3.05 (8) TNL: 1240-4-3.10	<b>Policy Council Approval Date:</b> 09/2009	<b>Revision Date:</b> 12/2007

## **POLICY: EMERGENCY MEDICAL PLAN**

**PERFORMANCE OBJECTIVE:** Head Start/Early Head Start staff must have a plan in place in order to provide emergency medical care for HS/EHS children in the event of injury, accident, or illness which in the judgment of HS/EHS Center personnel demands immediate attention. The following outlines the responsibilities of the family and the HS/EHS staff.

### **PROCEDURE:**

#### **Family Responsibility**

1. Provide center with home telephone number, number of work, and an alternate contact name with telephone numbers in case parent cannot be reached.
2. Sign Consent Form allowing HS/EHS personnel to take child to nearest, or quickest available facility where emergency care can be given.
3. Furnish HS/EHS with name, address, and telephone number of family doctor.
4. Provide HS/EHS personnel with any pertinent information about child's allergies, or negative reaction to medications, etc. Example: can child take penicillin?
5. Advise HS/EHS personnel of any medication child takes regularly.

#### **HS/EHS Responsibility**

1. To see that all staff are trained in First Aid.
2. To provide transportation for child to doctor or medical facility, when need is indicated while child is in the custody of center personnel.
3. To act with good judgment in deciding if child needs professional care in case of illness or injury while at center.
4. To notify parent or guardian immediately if child is injured or becomes ill, including information as to action taken, or contemplated.
5. To keep record of child's family doctor, medications used, allergies, negative reaction to medication, and any disabilities the child is known to have, and to keep this information readily available to center personnel having responsibility for the care of the child.
6. To exercise all reasonable caution to see that child is not injured, or otherwise harmed while in center care.
7. To maintain close, protective supervision of the children at all times.

8. To carry insurance which will cover emergency medical expenses of child if injured while under HS/EHS supervision. This will not cover child for an illness not related to attendance at the center, in case that the onset of that illness occurs while the child is at the center.
9. To keep first aid kits stocked and available at the HS/EHS Center.

This plan must be followed in conjunction with the Emergency Care Policy/Procedure (4.1).