

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**  
**Subpart: D Health Program Services**  
**Section: 1302.47 Safety Practices**  
**Subject: Child Safety**

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**Policy:**

Head Start/Early Head Start staff will maintain a safe environment for children.

**Procedure:**

1. The Health Services Coordinator, in cooperation with each Center Director, will ensure that medical and dental emergency policies and procedures are in place.
2. A minimum of two staff members per center will be trained in CPR and First Aid and proper emergency procedures to allow them to act quickly and calmly in emergency situations.
3. Written emergency first aid plans will be posted at all Head Start/Early Head Start sites and updated annually as needed.
4. A current emergency contact form will be easily accessible for each child. Emergency telephone numbers for each center will be posted throughout each center.
5. Emergency telephone numbers and center addresses will be posted on all portable handsets.
6. Center specific evacuation routes and other safety procedures will be posted in the classroom. Home Visitors will assist families in developing their own plan for their home.
7. In the event of an emergency, designated staff will notify each child's parent, legal guardian, or an emergency contact person. Consent for Emergency Treatment forms will be signed by the parent or guardian of each child enrolled and kept on file in case the parent or guardian cannot be reached.
8. All electric skillets, toaster ovens, and popcorn poppers will be kept out of reach of the children.
9. No glue guns will be used in the classroom while children are present.
10. All medications will be locked up and out of reach of the children.
11. All cleaning supplies will be locked up and stored out of reach of the children.

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12. All plants in classrooms will be labeled.
13. Push pins and staples will be out of reach of EHS children.
14. Push pins will be out of reach of HS children.
15. A cordless phone will be taken outside at playtime so that in case of an emergency the Center Director can be notified for assistance.