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

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Part: **1302 Program Operations**

Subpart: **D-Health Program Services**

Section: **1302.47 Safety Practices**

Subject: **Medical Emergency**

Policy:

Head Start/ Early Head Start will assume responsibility for the initiation of emergency and first aid measures should the need arise.

Procedure:

1. The emergency telephone numbers of the local hospital, fire department, sheriff and police departments and the Head Start Administration office will be posted.

2. The emergency numbers for medical emergencies for each county will be posted.

3. A file will be kept with the parent/guardian information for:
    a. Person to contact in case of an emergency.
    b. Person to contact in the absence of the parent/guardian.
    c. Written permission to give emergency treatment.

4. Head Start/Early Head Start staff will decide as to the seriousness of the child's condition. If in doubt, consider it as serious.

5. The Center Director or designee will initiate emergency care.

6. A Certified staff member will begin CPR if necessary.

7. The Center Director or designee will contact the parents/guardian and the Head Start/ Early Head Start Director.

8. The Center Director or designee will call 911.

9. The Center Director will assign someone to ride with the child to the hospital.

10. EMS will transport the child to the emergency room.

11. The assigned staff member will wait with the child until the parent/guardian arrives to take charge of the child.

12. The Accident/Incident form will be completed and filed in the child's folder.

13. If an accident/incident happens while at a home-based families home visit, an accident/incident report will be completed by the home visitor and signed by parent/guardian and filed appropriately in the file.

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14. If an accident/incident happens during a Stay-n-Play, the staff members witnessing the accident/incident will complete form, gather signatures, and file appropriately in the file.