



Head Start/Early Head Start
Tri-County Community Council, Inc.
2499 Cypress Street, Westville, FL 32464
(850) 548-9900 FAX (850) 548-5644 TDD (850) 547-9505

MEDICAL EMERGENCY INSTRUCTIONS

The purpose of this plan is to give clear procedures to Head Start/Early Head Start staff and volunteers in case of a medical emergency involving Head Start/Early Head Start children. This plan will be used at all Tri-County Community Council, Inc. Head Start/Early Head Start centers, Home based visits, and during all Head Start/Early Head Start field trips and activities where Head Start/Early Head Start children are present.

1. The Head Start/Early Head Start center coordinator will post emergency telephone numbers in the classrooms, the kitchen, and the office of the center, as well as anywhere he/she deems appropriate. Medical Emergency contact number is as follows: **911**
2. a. Each center will maintain a current file card/notebook with the following information:
 - A) The parent or guardian to be contacted first in case of emergency.
 - B) The person to contact if parent or guardian is absent.
 - C) Signed consent to seek emergency medical treatment.b. Each home visitor will maintain a current file card/notebook with the following Information:
 - A) The parent or guardian to be contacted first in case of emergency in the event the parent is injured.
 - B) Signed consent to seek emergency medical treatment.
3. The center coordinator or designee will determine the seriousness of the injured child's condition. When in doubt, assume it is serious.
4. The center coordinator or designee will initiate emergency procedures.
5. The center coordinator will assign a staff member to accompany the child to the nearest emergency room for treatment.
6. The center coordinator or designee will notify the parent of the situation and inform them where the child has been taken for treatment.
7. The center coordinator or designee will notify the Head Start/Early Head Start Director or designee as soon as possible after the incident.
8. The person who witnessed the accident/ incident will complete an accident/ incident report and turn it into the proper channels as soon as possible after the incident has occurred.

Kim Gillis
Kim Gillis, Director
7/1/23

7/11/23
Date