

**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:** Seizures

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**Policy:**

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

**Procedure:**

1. If there is no history of seizures known to the child, call 911 first and then the parent.
2. Any child known to have seizures will have a seizure health care plan completed by their physician on file and placed in classrooms for instructions to be followed.
3. Notify the parent/guardian that a seizure has taken place and let them contact their local doctor if needed.
4. In describing the seizure to the parent/guardian, doctor, or supervisory personnel, be as accurate as possible.
5. Notify the Health Services Coordinator.
6. Do not restrain the child's movements any more than is necessary to protect him/her from hurting himself/herself.
7. Loosen clothing.
8. Keep the child away from sharp or hot objects.
9. Do not force the child's mouth open.
10. Do not force anything between the teeth.
11. Turn the child on his/her side so that the saliva can flow out of the mouth.
12. Treat the occurrence matter-of-factly and explain to the other children that there is no danger, and that the seizure will be over in a few minutes.
13. After the seizure stops and the child is relaxed, let him/her sleep or rest for a few minutes.

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14. Use this opportunity to help the other children understand the nature of the classmate's illness.
  
15. Fill out Accident/Incident report (with all appropriate signatures) and file in child's folder.