

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: In the Event of a Significant Injury/Illness

Policy:

In the event of an accident/sudden or severe illness of children or staff, use the following steps to help ensure the safety of all Head Start/Early Head Start children and staff.

Procedure:

1. Staff will clear the area and move the children to a safe area.
2. If the situation is life threatening:
 - (a) Instruct a staff member to call 911.
 - (b) Provide name, address, telephone number, nature of incident, and age of victim.
 - (c) Administer first aid until medical help arrives.
3. After medical help has arrived, a staff member will contact the parents of the child (if unable to reach the emergency contact) or if the emergency is a staff member, contact the telephone number as listed in the personnel office. The contact will be provided with a description of the accident and where the accident victim has been taken.
4. The Head Start/Early Head Start Director will be notified immediately. If the Director is not available, then the Director's Assistant will be notified.
5. Non-life-threatening situation (but requiring immediate action):
 - (a) Call parents or emergency contact
 - (b) Notify Head Start/Early Head Start Director or Director's Assistant.
 - (c) The Center Director or Home Visitor will complete the incident report and forward copy to Head Start Director.
6. The Center Director or Home Visitor will complete the incident/accident report with the assistance of all staff members who were present at the time of the incident/accident.