

Head Start Performance Standard/ Head Start Act	Policies, Procedures and/ or Documents and Document Location	Person Responsible	Timeframe
<p>1304.22 Child Health and Safety</p> <ul style="list-style-type: none"> (a) Health Emergency Procedures (b) Conditions of Short Term Exclusion and Admittance (c) Medication Administration (d) Injury Prevention (e) Hygiene (f) First Aid Kits 	--	--	--
<p>1304.22 (a) (a) Health Emergency Procedures</p> <p>Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:</p>	--	--	--
<p>1304.22 (a)(1) (1) Posted policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention;</p>	<p>American Academy of Pediatrics First Aid, Choking/CPR posters in each classroom Staff CPR/ First Aid certification</p>	Health Coordinator	Ongoing
<p>1304.22 (a)(2) (2) Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and authorization for emergency care for each child must be readily available;</p>	<p>Emergency Numbers Form in each classroom Emergency Card</p>	<p>Health Coordinator Family Services Staff</p>	<p>Annually and ongoing At enrollment</p>

<p>1304.22 (a)(3) (3) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly (see 45 CFR 1304.53 for additional information);</p>	<p>Evacuation Maps- each classroom Emergency Evacuation Policy Emergency Plan Form Yikes Plans Fire Drill / Emergency Lighting Policy Fire Drill Log</p>	<p>Health Coordinator Teachers Site Supervisors</p>	<p>Annually and ongoing</p>
<p>1304.22 (a)(4) (4) Methods of notifying parents in the event of an emergency involving their child; and</p>	<p>Emergency Card Child Incident Report Form</p>	<p>Teachers Family Services Staff Health Coordinator</p>	<p>At enrollment and ongoing</p>
<p>1304.22 (a)(5) (5) Established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, or Tribal laws.</p>	<p>Reporting Child Abuse and Neglect Policy</p>	<p>Head Start Director</p>	<p>Upon Hire, and annually</p>
<p>1304.22 (b)(1) (b) Conditions of short-term exclusion and admittance. (1) Grantee and delegate agencies must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness, that cannot be readily accommodated, from program participation in center-based activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.</p>	<p>Exclusion and Admittance Policy Individual Health Plans Physicians Orders Head Lice Policy Annual Training</p>	<p>Health Coordinator</p>	<p>Annually and ongoing</p>
<p>1304.22 (b)(2) (2) Grantee and delegate agencies must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child and the risk cannot be eliminated or</p>	<p>Exclusion and Admittance Policy Individual Health Plans, IEP's, IFSP's Physician Orders</p>	<p>Health Coordinator Family Service Staff Education Staff</p>	<p>At enrollment and ongoing</p>

reduced to an acceptable level through reasonable modifications in the grantee or delegate agency's policies, practices or procedures or by providing appropriate auxiliary aids which would enable the child to participate without fundamentally altering the nature of the program.			
1304.22 (b)(3) (3) Grantee and delegate agencies must request that parents inform them of any health or safety needs of the child that the program may be required to address. Programs must share information, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.	Application Health Forms Contact Notes Individual Health Plans, IEP's, IFSP's	Teachers Family Service Staff Health Coordinator	At application and ongoing
1304.22 (c) (c) Medication administration. Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedures must include:	Authorization to Administer Medication Form Administration of Medication to Children Policy Annual Training	Health Coordinator Nurse Consultant	Annually and ongoing
1304.22 (c)(1) (1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;	Authorization to Administer Medication Form Administration of Medication to Children Policy Annual Training	Health Coordinator Teachers Staff Site Supervisors	Annually and ongoing
1304.22(c)(2) (2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;	Annual Training	Health Coordinator Nurse Consultant	Annually and ongoing

<p>1304.22 (c)(3) (3) Obtaining physicians' instructions and written parent or guardian authorizations for all medications administered by staff;</p>	<p>Authorization to Administer Medication Form Administration of Medication to Children Policy Annual Training</p>	<p>Health Coordinator Nurse Consultant</p>	<p>Annually and ongoing</p>
<p>1304.22 (c)(4) (4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;</p>	<p>Authorization to Administer Medication Form Family Conference Contact Notes Daily Communication Log</p>	<p>Health Coordinator Nurse Consultant Teachers</p>	<p>Annually and ongoing</p>
<p>1304.22 (c)(5) (5) Recording changes in a child's behavior that have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child; and</p>	<p>Authorization to Administer Medication Form</p>	<p>Health Coordinator Nurse Consultant Teachers</p>	<p>Annually and ongoing</p>
<p>1304.22 (c)(6) (6) Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.</p>	<p>Annual Training Individual Health Plan Form Child File</p>	<p>Health Coordinator Nurse Consultant</p>	<p>Annually and ongoing</p>
<p>1304.22 (d)(1) & (2) (d) Injury prevention. Grantee and delegate agencies must: (1) Ensure that staff and volunteers can demonstrate safety practices; and (2) Foster safety awareness among children and parents by incorporating it into child and parent activities.</p>	<p>Observations Site Visits Staff Meeting Notes ECERS, ITERS Accountability of Children Policy Center Based Safe Environments Checklist Annual Training</p>	<p>Health Coordinator Education Team</p>	<p>Ongoing</p>

<p>1304.22 (e)(1) & (2) (e) Hygiene.</p> <p>(1) Staff, volunteers, and children must wash their hands with soap and running water at least at the following times:</p> <p>(i) After diapering or toilet use;</p> <p>(ii) Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the table);</p> <p>(iii) Whenever hands are contaminated with blood or other bodily fluids; and</p> <p>(iv) After handling pets or other animals.</p> <p>(2) Staff and volunteers must also wash their hands with soap and running water:</p> <p>(i) Before and after giving medications;</p> <p>(ii) Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids); and</p> <p>(iii) After assisting a child with toilet use.</p>	<p>Hand Washing Policy</p> <p>First Aid Certification</p> <p>ECERS, ITERS</p> <p>Classroom Observations</p> <p>Annual Training</p>	<p>Health Coordinator Nutrition Coordinator</p>	<p>Annually</p>
<p>1304.22 (e)(3)</p> <p>(3) Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.</p>	<p>Universal Precautions/ Blood Borne Pathogens Training</p>	<p>Health Coordinator</p>	<p>Upon hire and annually</p>
<p>1304.22 (e)(4)</p> <p>(4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.</p>	<p>Universal Precautions/ Blood Borne Pathogens Training</p>	<p>Health Coordinator Nurse Consultant</p>	<p>Upon hire and annually</p>

<p>1304.22 (e)(5) (5) Grantee and delegate agencies must adopt sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program and staff. Grantee and delegate agencies must ensure that staff properly conducts these procedures.</p>	<p>Diapering and Toileting Policy</p>	<p>Health Coordinator</p>	<p>Annually</p>
<p>1304.22 (e)(6) (6) Potties that are utilized in a center-based program must be emptied into the toilet and cleaned and disinfected after each use in a utility sink used for this purpose.</p>	<p>n/a</p>		
<p>1304.22 (e)(7) (7) Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child.</p>	<p>Center Based Safe Environments Checklist</p>	<p>Health Coordinator Teachers</p>	<p>Ongoing</p>
<p>1304.22 (f)(1) (f) First aid kits. (1) Readily available, well-supplied first aid kits appropriate for the ages served and the program size must be maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be kept out of the reach of children.</p>	<p>First Aid Kit Checklist Form</p>	<p>Health Coordinator Teachers</p>	<p>Annually and ongoing</p>
<p>1304.22 (f)(2) (2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.</p>	<p>First Aid Kit Checklist Form</p>	<p>Health Coordinator Teachers</p>	<p>Annually and monthly as needed</p>