

## Early Childhood Development and Health Services

### Abbreviations used in service area plans

|  |                 |
|--|-----------------|
| Board of Directors                                     | Board           |
| Policy Council   | PC              |
| Executive Director                                     | Ex. Dir.        |
| Program Director                                       | Prog. Dir.      |
| Fiscal Director  | Fiscal          |
| Human Resource/Fiscal Assistant                        | HR              |
| Maintenance/Custodians                                 | Custodian       |
| Data Encoder/Program Assistant                         | Tech.           |
| Executive Secretary/Receptionist                       | Secretary       |
| Program Nutrition Specialist                           | Nutrition       |
| Program Health and Safety Specialists                  | H & S           |
| Program Behavioral/Mental Health Specialist            | MH              |
| Program Family and Community Partnership Specialists   | FCP             |
| Education Managers                                     | Ed. Mgr.        |
| Program Disabilities/Transition Specialist             | Disabilities    |
| Assistant Cook   | Asst. Cook      |
| Cook   | Cook            |
| HS Teachers  | Teacher         |
| HS Teacher Assistants                                  | T. Asst.        |
| HS Home Visitor and EHS Home Visitor                   | HV              |
| Disabilities/Transition Coordinator                    | Dis. Coor.      |
| Transportation Coordinator                             | Trans. Coor.    |
| Mental Health Consultant                               | MHC             |
| Management Team (Directors, Managers, All Specialists) | Management Team |

**1304.22 Child Health and Safety****Head Start**

| <b>P.S. #</b>        | <b>Performance Standard</b>   | <b>Implementation</b>   | <b>Responsible</b>  | <b>Time Frame</b>                                  | <b>Documentation</b>  |
|----------------------|---|---|---|--|---|
| <b>1304.22(a)</b>    | <b>(a) Health emergency procedures. 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:</b> | Procedures for responding to medical and dental health emergencies are reviewed with Health Services Advisory Committee and training is provided to staff annually.   | <b>H&amp;S</b><br>Health Services<br>Advisory<br>Committee              | Annually   | HSAC Minutes,<br>Staff Training<br>Records  |
| <b>1304.22(a)(1)</b> | <b>(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;</b>   | Emergency First Aid procedures are posted in each classroom and at each outlying site and include: Emergency posters from the AAP, Emergency evacuation routes, Severe Weather Procedures and routes to safe areas, Name and address of facility, Phone number to activate Emergency Response system. | <b>H&amp;S</b><br>Teacher<br>HV   | Ongoing  | Health and Safety<br>Inspection Forms   |
| <b>1304.22(a)(2)</b> | <b>(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;</b>   | <ul style="list-style-type: none"> <li>• Street Address and “911” are posted near phones in each classroom and Home Base site.</li> <li>• Teachers and Home Visitors have information on emergency contacts and authorizations for emergency care.</li> </ul>   | <b>H&amp;S</b><br>Enrollment Staff<br>Teacher<br>HV<br>Parent/Guardians | Enrollment,<br>ongoing and<br>updates as<br>needed | Health and Safety<br>Inspection Forms<br>Emergency<br>information in<br>emergency<br>backpacks<br>Family services<br>section of Child’s<br>File<br>ChildPlus Tracking<br>System |

|                      |  |  |   |                               |  |
|----------------------|--|--|---|-------------------------------|--|
|                      |  | <ul style="list-style-type: none"> <li>Information can be found in Tracking System and in individual classroom emergency backpacks.</li> </ul>   |   |                               |  |
| <b>1304.22(a)(3)</b> | <b>(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);</b> | <ul style="list-style-type: none"> <li>Building diagrams showing evacuation routes are posted in each classroom and Home Base site.</li> <li>Procedures to follow in case of fire or severe weather or other emergencies are posted in each room. (See Facilities Plan 45CFR 1304.53(a)(10)(vi)&amp;(vi i)</li> </ul>  | <u><b>H&amp;S</b></u><br>Teacher<br>HV                  | Ongoing                       | Health and Safety Inspection Forms<br>Classroom Postings                       |
| <b>1304.22(a)(4)</b> | <b>(4) Methods of notifying parents in the event of an emergency involving their child; and</b>  | <ul style="list-style-type: none"> <li>Home, work and emergency contact phone numbers are on file for each child and accessible to staff in emergencies by having a copy of information in the emergency backpacks kept in each classroom.</li> <li>Written contact notes are used in documenting incidents or injury Information will include what happened, where it happened, and what</li> </ul> | <u><b>FCP</b></u><br>H&S<br>Appropriate staff as needed | Enrollment, ongoing as needed | Family services or Health section of child's file<br>ChildPlus Tracking System |

|                      |  |  |                          |                                    |  |
|----------------------|--|--|--------------------------|------------------------------------|--|
|                      |  | <p>was done to help the child.</p> <ul style="list-style-type: none"> <li>Original form is kept in Administrative office and a copy is placed in the child's file and also sent to parent.</li> </ul>  |                          |                                    |  |
| <b>1304.22(a)(5)</b> | <b>(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.</b>   | <p>Program established policy and process are followed.<br/> <b>Refer to Child Abuse and Neglect Statement in Policies &amp; Procedures.</b></p>   | <b><u>All Staff</u></b>  | Pre-service and/or at time of hire | Signed policy in staff file                    |
| <b>1304.22(b)(1)</b> | <b>(b) Conditions of short-term exclusion and admittance.<br/> (1) Grantee and delegate agencies must temporarily exclude a child with a 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.</b> | <ul style="list-style-type: none"> <li>Short-term exclusion policies are described in the parent handbook and provided to parents during enrollment.</li> <li>South Dakota Department of Health is used as a resource in determining exclusion for contagious infections.</li> <li>Doctor's orders may be required for return to class following injury or illness.</li> </ul> | <b><u>FCP</u></b><br>H&S | Enrollment, Ongoing as needed      | Parent Handbook Health section of child's file |
| <b>1304.22(b)(2)</b> | <b>(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</b>   | South Dakota Department of Health, Family Physicians, and Health Services Advisory Committee are used as resources and consultants in modifying the Head Start or Early Head Start experience to meet health care needs and  | <b><u>H&amp;S</u></b>    | Ongoing as needed                  | Health section of Child's File                 |

|                             |   |  |   |   |  |
|-----------------------------|---|--|---|---|--|
|                             | <p><b>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 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.</b></p> | <p>preventing long-term exclusion.</p>   |   |   |  |
| <p><b>1304.22(b)(3)</b></p> | <p><b>(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.</b></p>  | <ul style="list-style-type: none"> <li>• At enrollment a Child Health History form is completed. At this time parents are requested to inform the enrollment staff or the HBH&amp;SS of any health or safety needs of their child that OCDC may be required to address.</li> <li>• Parents are requested to inform their child's Home Visitor, Teacher or HBH&amp;SS if their child has any health or safety needs that OCDC may be required to address as needed on an ongoing basis after enrollment has been completed.</li> <li>• Appropriate staff will be informed of the</li> </ul> | <p><b><u>H&amp;S Parent/Guardian</u></b><br/>Staff working with children as appropriate</p> | <p>Enrollment and ongoing as needed</p> | <p>Health section of Child's file, ChildPlus Tracking System</p> |

|                      |   |  |                       |                   |  |
|----------------------|---|--|-----------------------|-------------------|--|
|                      |   | child’s health and safety needs on a “as need to know basis” in accordance with OCDC confidentiality policy.   |                       |                   |  |
| <b>1304.22(c)</b>    | <b>(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:</b> | These written procedures regarding the administration, handling, and storage of medication are established and reviewed with HSAC.   | <u><b>H&amp;S</b></u> | As needed         | HSAC minutes   |
| <b>1304.22(c)(1)</b> | <b>(1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;</b>   | <ul style="list-style-type: none"> <li>• Medications must be in original pharmacy container and include pharmacy label and instructions.</li> <li>• Medications are kept in locked box.</li> </ul> | <u><b>H&amp;S</b></u> | Ongoing as needed | Medication administration record kept in file with locked box then filed in health section of child’s file after medication is complete. |
| <b>1304.22(c)(2)</b> | <b>(2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;</b>   | Health and Safety Specialists administer, handle and store all medication.<br>Other staff specifically trained as needed.  | <u><b>H&amp;S</b></u> | Ongoing as needed | Medication administration record kept in file with locked box then filed in health section of child’s file after medication is complete. |

|                             |  |  |  |                          |  |
|-----------------------------|--|--|--|--------------------------|--|
| <p><b>1304.22(c)(3)</b></p> | <p><b>(3) Obtaining physicians' instructions and written parent or guardian authorizations for all medications administered by staff;</b></p>  | <ul style="list-style-type: none"> <li>• Physician must fill out designated form with medication instructions and signature for all prescription medications and any over the counter medications.</li> <li>• Original pharmacy label must be on medication or the original container for over the counter medications's.</li> <li>• Written parent permission is required before administration of medication on site.</li> </ul> | <p><u><b>H&amp;S</b></u></p>   | <p>Ongoing as needed</p> | <p>Permission to Administer Medication Form</p>                              |
| <p><b>1304.22(c)(4)</b></p> | <p><b>(4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;</b></p>  | <ul style="list-style-type: none"> <li>• Time, date and amount of medication administered, as well as the staff member's signature shall be recorded for each dose and medication.</li> <li>• Forms are located next to the lock box.</li> </ul>   | <p><u><b>H&amp;S</b></u><br/>Other staff administering medications</p> | <p>Ongoing as needed</p> | <p>Medication Administration Form</p>  |
| <p><b>1304.22(c)(5)</b></p> | <p><b>(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</b></p> | <ul style="list-style-type: none"> <li>• Behavior changes are logged and reported to parents.</li> <li>• Written reports to physician are provided when requested by parent.</li> </ul>  | <p><u><b>H&amp;S</b></u><br/>Staff working with child</p>              | <p>Ongoing as needed</p> | <p>Logging or Health section of Child's file<br/>Health tab of ChildPlus</p> |

|                                |  |   |  |   |   |
|--------------------------------|--|---|--|---|---|
| <b>1304.22(c)(6)</b>           | <b>(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.</b>   | Training is provided for appropriate staff members on the proper procedures for medication administration   | <u><b>H&amp;S</b></u>  | Annually and as needed  | Staff Training Records  |
| <b>1304.22(d)(1) &amp; (2)</b> | <b>(d) Injury prevention. Grantee and delegate agencies must:</b><br><b>(1) Ensure that staff and volunteers can demonstrate safety practices; and</b><br><b>(2) Foster safety awareness among children and parents by incorporating it into child and parent activities.</b>  | <ul style="list-style-type: none"> <li>• Health and Safety Inspections are completed at Pierre center and at all sites that are utilized by Headstart or EHS.</li> <li>• Results and needs are shared with Program Director and appropriate staff for improvements.</li> <li>• Staff is trained in CPR/First Aid annually.</li> <li>• The training is also available for parents at all sites. Scholarships are available for parents.</li> </ul> | <u><b>H&amp;S Prog. Dir.</b></u>                                   | Health & Safety inspections are a minimum of 4 times per school year, Training for staff is annually and parents receive training as needed | Health and Safety Checklists<br>Prog. Dir. records action taken<br>Training records<br>Monthly report |
| <b>1304.22(e)(1) &amp; (2)</b> | <b>(e) Hygiene.</b><br><b>(1) Staff, volunteers, and children must wash their hands with soap and running water at least at the following times:</b><br><b>(i) After diapering or toilet use;</b><br><b>(ii) Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the</b> | <ul style="list-style-type: none"> <li>• All OCDC staff receives training on blood borne pathogens, which includes hand washing procedures and appropriate times to do so.</li> <li>• Volunteers, parents and children are required to</li> </ul>   | <u><b>H&amp;S</b></u><br>All Appropriate Staff<br>Parent/ Guardian | Annually, Ongoing   | Staff Training record,<br>Health and Safety checklist,<br>Lesson Plan                                 |

|               |  |   |                |          |                             |
|---------------|--|---|----------------|----------|-----------------------------|
|               | <p>table);<br/> <b>(iii) Whenever hands are contaminated with blood or other bodily fluids; and</b><br/> <b>(iv) After handling pets or other animal.</b><br/> <b>(2) Staff and volunteers must also wash their hands with soap and running water:</b><br/> <b>(i) Before and after giving medications;</b><br/> <b>(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</b><br/> <b>(iii) After assisting a child with toilet use.</b></p> | <p>wash their hands prior to eating, prior to and after diapering and at other appropriate times.</p> <ul style="list-style-type: none"> <li>• Hand washing posters, diapering and tooth brushing procedures are posted in the bathrooms of all sites.</li> </ul> |                |          |                             |
| 1304.22(e)(3) | <p><b>(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.</b></p>  | <p>Nonporous gloves are provided to each classroom and bathroom area and in all sites in appropriate areas.</p>   | <u>H&amp;S</u> | Ongoing  | Health and Safety Checklist |
| 1304.22(e)(4) | <p><b>(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</b></p>   | <p>Staff is trained annually in OSHA Standards and program policy for handling body fluids and prevention of infectious diseases.</p>   | <u>H&amp;S</u> | Annually | Staff Training Records      |

|                      |   |   |  |           |   |
|----------------------|---|---|--|-----------|---|
|                      | <b>immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.</b>  |   |  |           |   |
| <b>1304.22(e)(5)</b> | <b>(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.</b> | Refer to EHS Early Childhood Development & Health Services Plan 1304.22 (e) (5)   | <b><u>Teacher/T. Asst. H&amp;S</u></b> | As needed | Observations<br>Health and Safety Checklist |
| <b>1304.22(e)(6)</b> | <b>(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.</b>  | <ul style="list-style-type: none"> <li>• Child potty seats, which can be placed atop adult toilet seats, are available.</li> <li>• Refer to EHS Early Childhood Development &amp; Health Services Plan 1304.22 (a) (b)</li> </ul> | <b><u>H&amp;S</u></b>                  | As needed | Health and Safety Checklist                 |
| <b>1304.22(e)(7)</b> | <b>(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.</b>  | Refer to EHS Early Childhood Development & Health Services Plan 1304.22 (e) (7)   | <b><u>N/A</u></b>                      | N/A       | N/A   |
| <b>1304.22(f)(1)</b> | <b>(f) First aid kits.<br/>(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</b>                                    | First Aid kits are available in all classrooms and socialization sites, buses and program owned vehicles.   | <b><u>H&amp;S</u></b>                  | Ongoing   | Health and Safety Checklist                 |

|                      |   |   |  |                         |                             |
|----------------------|---|---|--|-------------------------|-----------------------------|
|                      | <b>to staff members at all times, but must be kept out of the reach of children.</b>                            |   |  |                         |                             |
| <b>1304.22(f)(2)</b> | <b>(2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.</b> | <ul style="list-style-type: none"> <li>• First aid kits are restocked after use and inventoried at time of Health and Safety Checklists.</li> <li>• Expiration dates are checked</li> </ul> | <b>H&amp;S</b><br>Staff using first aid kits | 4 times per school year | Health and Safety Checklist |