

# Health Services Policy

Policy No. 210

## Introduction

The overall goal of Head Start, Early Head Start and ECEAP is to promote the healthy development of children and families. Staff and families work together to address each child's medical, nutritional, mental health and dental needs. The programs also help ensure that children have access to an on-going source of health care and to ensure they are on a schedule of preventative health care.

## Family Files

1. Staff assigned to health tasks will be responsible for compiling complete health information on each enrolled child.
2. All staff will treat information as confidential.
3. All health information pertinent to the child's safe and healthy participation in the program will be identified and a plan will be developed before the first day of attendance or as soon as identified. This shall include:
  - a. Known health concerns and/or conditions;
  - b. Medications taken regularly including possible side effects;
  - c. Food allergies, preferences or other nutritional concerns;
  - d. All other allergies identified by health history, including signs to watch for.

## Immunizations

Immunization requirements will be those of the most current Washington Administrative Code.

## Preventative Health Care

1. For children who are up-to-date on an age appropriate schedule of well child and dental care, staff shall ensure that they continue to follow the recommended schedule.
2. For children who are not up-to-date on an age appropriate schedule of well child or dental care, staff will assist parents/guardians in making necessary arrangements to bring their child up-to-date. Staff will work with parents/guardians on a plan to assist in accessing health services.

## Financial Assistance

Head Start, Early Head Start and ECEAP programs designate medical and dental funds, which are made available for enrolled children. Funds are accessible through the Health/Nutrition Director, once all other resources have been exhausted.

## Emergencies, Illness, Accidents

### Medical/Dental Emergencies

1. Procedures for illness, accidents and emergencies shall be those listed in the Department of Health publication: "Recommended Procedures for Sickness and Injuries Occurring at School."
2. Each Center Director shall ensure that all staff understands and follows policies and procedures relating to illness, injuries, first aid and emergencies.
3. All staff, whose main responsibility is working with children, must be currently certified in pediatric First Aid/CPR. One staff person currently certified in pediatric First Aid/CPR must be with the children at all times. It is recommended that substitute staff and parents/guardians who volunteer on a regular basis be currently certified in pediatric First Aid/CPR.
4. An emergency plan shall be developed and posted at each site.

5. Universal Precautions will be followed at all times.
6. A current and complete “Parent/Guardian Consent for Emergency Treatment” form must be maintained on all children.

### First Aid Kit

At each site, there will be a clearly identified and easily accessible First Aid kit that meets Head Start, Early Head Start, and ECEAP, state child care licensing requirements.

### Illnesses

Children who are unable to participate in activities or who pose a health risk to other children due to an illness should not attend. If a child is ill during program hours, the parent/guardian will be notified to pick up the child.

### Medication Administration/Storage

1. Medication should be administered at home when possible. The Public and Private Schools – Administration of Oral Medication guidelines (RCW 28a.210.260 and 270) will be followed when a site is located in a school district. The child care licensing requirements concerning medication management (WAC 170-295, 297) will be followed when a site is located in a licensed child care facility or child care home.
2. PSESD Head Start, Early Head Start, and ECEAP procedures will be followed for all administration and storage of medication.
3. A registered nurse must provide training on administration of medications.
4. Designated classroom staff will be trained annually on medication administration. Children taking medication at school or at home must have a Child Health Plan (CHP) completed before the first day of attendance or as the need is identified.
5. Before administering the first dose of a medication, the school nurse, ECEAP nurse consultant or a Head Start Health Coordinator must be consulted.

### Infectious Disease

1. Each site shall have on file a current copy of the OSPI/DSHS booklet, “Infectious Disease Control Guide for School Staff” and shall follow the procedures indicated. Programs that are licensed will have on file a copy of the “Minimum Licensing Requirements for Childcare Centers and Childcare Homes” and shall follow those procedures.
2. Procedures for proper hand washing will be utilized as the best way of preventing and limiting the spread of infectious disease.
3. Sites will follow school district, PSESD or Health Department procedures for disinfecting and sanitizing facilities and objects.
4. Parents/guardians and others who may have been exposed (e.g., bus drivers, volunteers, other staff) will be notified of infectious diseases at the site. (Except those with special protection under the law; see Health Information Protection Policy.) Notification will occur using the HS/ECEAP Communicable Diseases Exposure Notices.
5. Staff must follow local health department requirements for reporting infectious diseases.

### Staff and Volunteer Health Requirements

1. Head Start and Early Head Start staff must have an initial health exam which includes a signed release from a health care provider that certifies there is no risk to the health/safety of others that cannot be accommodated. This includes a screening for tuberculosis.
2. ECEAP staff (upon initial employment) and regular volunteers (persons in the classroom once a week or more) are required to have a screening for tuberculosis in accordance with ECEAP Performance Standards.

3. Head Start, Early Head Start and ECEAP staff and volunteers should not come to the site when their illness poses a potential risk to others (except those with special protection under the law; see Health Information Protection Policy.) The person may be asked by his/her supervisor to see a physician and to bring verification of non-communicable status before returning to work.
4. All Head Start regular volunteers (persons in the classroom once a month or more) must have an initial tuberculin screening.
5. Food Worker Cards are required for all Head Start, Early Head Start and ECEAP staff and regular volunteers involved in preparation and/or serving of food.

Approved by Policy Council: July 19, 2016

Approved by Board of Directors: August 13, 2016