

CHILD HEALTH AND SAFETY

OUTCOME: To maintain an environment that promotes a healthy physical development and encourages prevention of illness and injury, establishing a healthy behavior pattern.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for completion
1304.22 Child Health and Safety (a) Health Emergency Procedures (b) Conditions of Short-Term Exclusion and Admittance (c) Medication Administration (d) Injury Prevention (e) Hygiene (f) First Aid Kits				

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<p>1304.22 (a)</p> <p>(a) Health emergencies procedures</p> <p>Grantee and delegate agencies operation 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)</p> <p>(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>✓ Staff will be trained in CPR, first aid and fire safety</p> <p>✓ Display choking posters in classrooms and kitchens</p> <p>✓ Display First Aid and Dental flip chart in classrooms</p>	<p>Training agendas, training sign-in form</p> <p>Observation</p> <p>Observation</p>	<p>Health Manager Special Projects Coordinator</p> <p>Management staff Site Supervisor Classroom Staff</p> <p>Management staff Site Supervisor Classroom Staff</p>	<p>Annually</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1304.22 (a)(2)</p> <p>(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>	<ul style="list-style-type: none"> ✓ Emergency response numbers will be posted near the phones in each center ✓ Emergency contact/release names and numbers for each child will be on file ✓ Emergency contact/release names and numbers will be taken on all classroom field trips and outings 	<p>Observation</p> <p>NYS Office of Children and Family Services Day Care Registration form (blue card)</p> <p>Same as above</p>	<p>Classroom Staff, Site Supervisor</p> <p>Classroom Staff</p> <p>Classroom Staff</p>	<p>Ongoing</p> <p>Initial Home Visit, updated mid-year and as needed by family</p> <p>When applicable</p>
<p>1304.22(a)(3)</p> <p>(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>	<ul style="list-style-type: none"> ✓ Emergency evacuation plan will be posted in each classroom ✓ Emergency evacuations will be conducted and recorded monthly (i.e. fire drills) 	<p>Observation, Classroom checklist</p> <p>Observation, posted Record of Fire Drills, monthly attendance</p>	<p>Classroom Staff</p> <p>Classroom Staff</p>	<p>Daily</p> <p>Monthly</p>

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<p>1304.22(a)(4)</p> <p>(4) Methods of notifying parents in the event of an emergency involving their child; and</p> <p>1304.22(a)(5)</p> <p>(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>	<ul style="list-style-type: none"> ✓ Notify parents when a child has been involved in an incident or injury ✓ Follow established program procedures in compliance with N.Y. State Dept. of Social Services ✓ Provide training for staff in policy and procedure for handling cases ✓ Ensure that privacy will be maintained ✓ Provide training to staff regarding identification and reporting of Child Abuse/Neglect per the NYS Office of Children and Family Services 	<p>Child Accident Report, Running Record, Home Visit Summary, Telephone</p> <p>Daily Health Log, Observed Illness/Injury/Concern form, Child Protective Services forms, Home Visit Summary Form, Running Records</p> <p>Training Agenda, Individual Training Tracking Record</p> <p>Training Agenda, Signed Confidentiality Statement, Individual Training and Tracking Record</p> <p>Training Agenda, Individual Training and Tracking Record</p>	<p>Classroom Staff</p> <p>Classroom Staff, Home Visitors, EHS Health Specialist, Health Manager, Family and Community Partnership Department</p> <p>Family and Community Partnership Department, Special Projects Coord.</p> <p>Total Staff</p> <p>Leadership Team</p>	<p>Immediately after injury or accident</p> <p>Immediately following suspicion or disclosure</p> <p>Annually and during new staff orientation</p> <p>Annually and reviewed when necessary</p> <p>Ongoing</p>

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<p>1304.22(b)(1)</p> <p>(b) Conditions of short-term exclusion and admittance.</p> <p>(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 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>	<ul style="list-style-type: none"> ✓ Provide training in the identification of early childhood diseases ✓ Document when a child is ill or becomes ill in the classroom ✓ Develop Policies and Procedures pertaining to when appropriate to exclude children short-term ✓ Provide information to parents regarding early childhood diseases ✓ Certification from health care provider that child is able to return to class 	<p>Parent Handbook, Policy and Procedure, Training Agenda, Individual Training and Tracking Record</p> <p>Observed Injury/Illness/Concern Form, Daily Health Log, Running Record</p> <p>Minutes from Health Services Advisory Meeting, Health Policies/Procedures</p> <p>Parent Handbook, Handouts, Parent Meetings, Parent Workshops, Home Visit Summary, Running Record</p> <p>Written documentation</p>	<p>Health Manager, Special Projects Coordinator</p> <p>Classroom Staff</p> <p>Health Manager, Health Services Advisory Committee</p> <p>Classroom Staff, Health Manager, Health/Nutrition Assistant</p> <p>Parent, Classroom Staff</p>	<p>Annually, updated when necessary</p> <p>When applicable</p> <p>Ongoing</p> <p>Initial Home Visit, Ongoing</p> <p>When applicable</p>

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<p>1304.22(b)(2)</p> <p>(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 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.</p>	<ul style="list-style-type: none"> ✓ Confer with health care providers on ways to accommodate child ✓ Plan for individual needs of the child ✓ Ensure classroom has the equipment and supplies needed for the child ✓ Provide training for staff on pertinent health procedures ✓ Privacy will be protected for the child and family 	<p>Agenda and minutes of Health Services Advisory Committee meetings, Health Profile</p> <p>Individualized Health Plan (IHP), Classroom Lesson Plans</p> <p>IHP, Health Profile, Health Services Advisory Committee</p> <p>Training Agenda, Individual Training and Tracking Record</p> <p>Signed Confidentiality Statement on file</p>	<p>Staff, Health manager, Health Services Advisory Committee</p> <p>Health Manager, Classroom Staff, Education and Special Services Department, Parent</p> <p>Health and Special Services Office, Classroom Staff</p> <p>Health Manager, Special Services Office, Special Projects Coordinator</p> <p>All staff</p>	<p>When applicable</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p>

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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.	<ul style="list-style-type: none"> ✓ Compile health information for child ✓ Plan for the needs of the child ✓ Review privacy policy with parent 	<p>Health Profile, Health History, Acceptance Release Form</p> <p>IHP, Case Review, Case Conference</p> <p>Confidentiality Statement, Home Visit Summary, Running Record</p>	<p>Classroom Staff, Parent</p> <p>Leadership Team, Parent</p> <p>Classroom Staff</p>	<p>Before entrance to program and ongoing</p> <p>As needed, updated not less than twice per year</p> <p>Initial Home Visit, revisited when needed</p>
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:	<ul style="list-style-type: none"> ✓ Prepare a plan for the administration, handling and storage of medication ✓ Provide required training for staff ✓ Communicate with parents program policy 	<p>Policy and Procedure #200.06, Health Services Advisory Committee minutes</p> <p>Medication Administration Training (MAT) certification</p> <p>Home Visit Summary, Running Record</p>	<p>Health Manager</p> <p>Health Manager, Special Projects Coordinator</p> <p>Classroom Staff, Health Manager</p>	<p>Ongoing</p> <p>Annually</p> <p>Ongoing</p>

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<p>1304.22(c)(1)</p> <p>(1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;</p>	<p>✓ To ensure the safety of children, prescribed medication will:</p> <ul style="list-style-type: none"> • be in original container • labeled by a pharmacist • have child's first and last name • name of medication • date filled and expiration date • provider's name • storage/disposal instructions 	<p>Policy and Procedure, Written Medication Consent Form, Log of Medication Administration, Observation</p>	<p>Health Manager Certified MAT Staff</p>	<p>When applicable</p>
	<p>✓ To ensure the safety of children, over the counter medication will:</p> <ul style="list-style-type: none"> • be documented and recommended by a health care provider • be in original container • labeled with child's first and last name • clear instructions • expiration date 	<p>Policy and Procedure, Verbal Medication Consent Form, Log of Administration</p>	<p>Same as above</p>	<p>Same as above</p>

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<p>1304.22(c)(1)</p> <p>(1) con't</p>	<ul style="list-style-type: none"> ✓ All medication will be stored safely: <ul style="list-style-type: none"> • away from food • child-resistant container • locked area • lock box if refrigeration is required ✓ Medication will not be used beyond the expiration date and will be returned to parent when no longer usable ✓ Provide training for bus drivers on when and how medication can be transported on the bus 	<p>Policy and Procedure, Observation</p> <p>Same as above</p> <p>Policy and Procedure, Training Agenda, Individual Training and Tracking Sheet</p>	<p>Certified MAT Staff, Health Manager</p> <p>Same as above</p> <p>Health Manager, Transportation Office</p>	<p>When applicable</p> <p>Same as above</p> <p>Annually and when applicable</p>
<p>1304.22(c)(2)</p> <p>(2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;</p>	<ul style="list-style-type: none"> ✓ Provide training to staff for medication administration 	<p>Medication Certification Training (MAT), Training agenda, Individual Training and Tracking Record</p>	<p>Health Manager, Special Projects Coordinator</p>	<p>Initially as needed to maintain at least two staff per classroom. Recertify every 3 years</p>

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1304.22(c)(3)				
(3) Obtaining physicians' instructions and written parent or guardian authorizations for all medication administered by staff;	✓ Documentation will be obtained from physician with instructions for administering any medication	Written Medication Consent Form	Certified MAT Staff, Health Manager, Parent	When applicable
	✓ Documentation from parent authorizing staff to administer medication	Same as above	Same as above	Same as above
1304.22(c)(4)				
(4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;	✓ Maintain a record of when and who gives medication to a child	Medication Administration Log	Certified MAT Staff, Parent	When applicable
	✓ Review record of medication administration with parent	Running Record	Certified MAT Staff	Weekly when applicable
	✓ Report any inability to administer medication	Medication Administration Log, Running Record	Certified MAT Staff	When applicable

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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	<ul style="list-style-type: none"> ✓ First dose of medication should be give at home ✓ Be aware of the indicators that medication is needed ✓ Assist parent in communicating with physician regarding the effect of the medication 	<p>Policy and Procedure, Running Record</p> <p>Medication Consent Form</p> <p>Running Record, Home Visit Summary</p>	<p>Parent</p> <p>Certified MAT Staff, parent, physician</p> <p>Classroom Staff, Health Manager</p>	<p>When medication is started</p> <p>When applicable</p> <p>When applicable</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.	<ul style="list-style-type: none"> ✓ Provide training for staff that will allow them to be certified to administer, handle and store medication 	<p>MAT certification, Training Agenda, Individual Training and Tracking Record</p>	<p>Health Manager</p>	<p>Ongoing, Certification valid for 3 years</p>
1304.22(d)(1)(2) (d) Injury prevention.	<ul style="list-style-type: none"> ✓ Classroom and outdoor play areas will be monitored on a regular basis to ensure that they are safe and developmentally appropriate 	<p>Classroom Daily Checklist</p>	<p>Classroom Staff, Site Supervisor</p>	<p>Daily</p>

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<p>1304.22(d)(1) & (2) Grantee and delegate agencies must:</p> <p>(1) Ensure that staff and volunteers can demonstrate safety practices; and</p> <p>(2) Foster safety awareness among children and parents by incorporating it into child and parent activities.</p>	<ul style="list-style-type: none"> ✓ Provide First Aid and CPR training ✓ First Aid flip chart will be posted in each classroom ✓ Conduct Fire Drills and Emergency Evacuations ✓ Provide parents with information on safety knowledge and practices ✓ Reinforce safety rules and safe practice expectations ✓ Take advantage of “teachable moments” to discuss safety 	<p>Training Agenda, Individual Training and Tracking Record</p> <p>Observation</p> <p>Fire Drill Log, Classroom Lesson Plans</p> <p>Home Visit Summary, Handouts, Parent Meetings, Workshops, Parent Resource Area</p> <p>Classroom Lesson Plans, Home Visit Plans</p> <p>Observation, Individualized Lesson Plans</p>	<p>Health Manager</p> <p>Special Projects Coordinator</p> <p>Classroom Staff, Site Supervisor, Health Manager</p> <p>Classroom Staff, Site Supervisor</p> <p>Classroom Staff, Home Visitor, Early Head Start Health Specialist, Family and Community Partnerships/Parent Involvement Department Health Manager</p> <p>Classroom Staff, Site Supervisor, Home Visitor, Early Head Start Health Specialist</p> <p>Classroom Staff, Site Supervisor, Home Visitor, Early Head Start Health Specialist</p>	<p>Annually and Ongoing</p> <p>Ongoing</p> <p>Monthly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<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>✓ Staff, volunteers and children will follow hygiene, sanitation and disinfection procedures</p>	<p>Comprehensive Training for staff agenda, Functional Area training agenda, Classroom Lesson Plans, Classroom Daily Schedule, Posted diapering procedure, DOH signs in food preparation areas and bathrooms</p>	<p>Health Manager , Classroom Staff, Site Supervisor, Home Visitor, Early Head Start Health Specialist</p>	<p>Ongoing</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 practices will be followed</p>	<p>MAT procedures, First Aid procedures, Day Care Regulations</p>	<p>Total Staff</p>	<p>Ongoing</p>

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<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>✓ Whenever contact with blood or other bloody bodily fluids occurs, nonporous gloves will be worn</p>	<p>First Aid and MAT protocol, observation</p>	<p>Total Staff</p>	<p>Ongoing</p>
	<p>✓ Medical grade gloves will be available at various parts of the classroom and on busses for easy access by staff and volunteers for use in classrooms, field trips and on home visits</p>	<p>Observation</p>	<p>Total Staff</p>	<p>Ongoing</p>
	<p>✓ Hands will be washed immediately after gloves are removed</p>	<p>Observation</p>	<p>Total Staff</p>	<p>Ongoing</p>

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<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 and with a secure tie.</p>	<ul style="list-style-type: none"> ✓ Bodily fluid spills will be cleaned and disinfected immediately using an approved sanitizing solution 	<p>Observation</p>	<p>Total Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Dispose of waste and contaminated materials in a plastic bag tied securely 	<p>Observation</p>	<p>Total Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Contaminated materials used to clean bloody bodily fluids will be double bagged and tied securely 	<p>Observation</p>	<p>Total Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Cleaning materials will be stored out of reach of the children 	<p>Observation</p>	<p>Classroom Staff, Site Supervisor, Home Visitor, Early Head Start Health Specialist</p>	<p>Ongoing</p>

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<p>1304.22(e)(5)</p> <p>(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 conduct these procedures.</p>	<ul style="list-style-type: none"> ✓ Provide and post diapering guidelines in changing area 	<p>Policy and Procedure, Observation</p>	<p>Health Manager Supervisory staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Changing tables will be available for diapering near a water source 	<p>Observation</p>	<p>Health Manager , Education Department, Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Interact with child during diapering 	<p>Observation</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Observe anything unusual in the child's diaper 	<p>Observation</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Diapering will be conducted at regular times or when obviously needed 	<p>Observation</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Follow universal precautions procedures when diapering and cleaning area after diapering is done 	<p>Observation</p>	<p>Classroom Staff</p>	<p>Ongoing</p>

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<p>1304.22(e)(6)</p> <p>(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>1304.22(e)(7)</p> <p>(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>N/A</p> <p>✓ Alternate head-to-foot positions for cribs at least three feet apart</p> <p>✓ Linens will be machine washed and dried daily and immediately following an illness or "accident"</p> <p>✓ Cribs and cots will be cleaned and disinfected daily and after an "accident" or illness</p>	<p>Observation</p> <p>Observation</p> <p>Observation</p>	<p>Classroom Staff, Site Supervisor</p> <p>Classroom Staff</p> <p>Classroom Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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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.	<ul style="list-style-type: none"> ✓ Each classroom will be supplied with a first aid kit. Such kit will be portable for use in and outside the classroom and appropriate for the age of the children and number of children in the class ✓ Each bus will be equipped with a stocked first aid kit ✓ The importance of first aid kits and first aid supplies will be discussed with families 	<p>Observation</p> <p>Observation</p> <p>Observation, Home Visit Plans, Home Visit Summary, Parent Meetings, Socializations</p>	<p>Health Manager</p> <p>Health Manager Transportation Office</p> <p>Classroom Staff, Home Visitors, Early Head Start Health Specialist</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
1304.22(f)(2) (2) First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.	<ul style="list-style-type: none"> ✓ First aid kits will be inventoried and stocked ✓ Expiration dates on supplies will be checked 	<p>First Aid Checklist</p> <p>Observation</p>	<p>Classroom Aide, Classroom Staff, Health Manager, Health/ Nutrition Assistant</p>	<p>Monthly and as needed</p> <p>Ongoing</p>