



## POLICY AND PROCEDURE FOR HANDLING OF INCIDENT OR ILLNESS

### Policy

Programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner. (b) At a minimum, a program must: (1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and, (2) Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention. (a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at [http://www.acf.hhs.gov/sites/default/files/eecd/caring\\_for\\_our\\_children\\_basics.pdf](http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf), for additional information to develop and implement adequate safety policies and practices described in this part. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. *Head Start Performance Standards 1302.41 Collaboration and communication with parents, 1302.47 Safety practices.*

How should caregivers respond to an illness or injury that requires the immediate attention of a health-care professional?. For an illness or injury that requires the immediate attention of a health-care professional, you must: (1) Contact emergency medical services (or take the child to the nearest emergency room after you have ensured the supervision of other children in the group); (2) Give the child first-aid treatment or CPR when needed; (3) Contact the child's parent; (4) Contact the physician or other health-care professional identified in the child's record; and (5) Ensure supervision of other children in the group. *Minimum Standards for Child Care Centers 746.3607.*

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will respond to an illness or injury that requires the immediate attention of a health care professional according to licensing guidelines.

### Procedure

1. For an illness or injury that requires the immediate attention of a health-care professional, you must:
  - a. Contact emergency medical services (or take the child to the nearest emergency room after you have ensured the supervision of other children in the group);
  - b. Give the child first-aid treatment or CPR when needed;
  - c. Contact the child's parent;
  - d. Contact the physician or other health-care professional identified in the child's record;
  - e. Ensure supervision of other children in the group;
  - f. Do not move a severely injured or ill child except to save a life.
2. Staff will use handheld radios and or intercom to call for help and not leave an ill or injured child alone.

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3. Staff will remain with the child until parent 'guardian arrives at campus. If necessary, the staff will accompany the child in the ambulance to the hospital.
4. Staff will document information in the INCIDENT/ILLNESS Report (CCL 7239) accordingly. Parent will sign the form; a copy will be given to parent/guardian and original will remain in the Family File (Health Section).
5. Center manager will track all INCIDENT/ILLNESS Report (CCL 7239) accidents and kept in her office.
6. Licensing will be notified immediately if child require immediate medical attention.
7. All reports will be monitored and uploaded into ChildPlus.