

 Policy #: CHS-4	Effective Date: 6/22/10	Page #: 1 of 2
Ref #: 1304.22 (d)	Policy Council Approval Date of Policy: 6/22/10	

COMPONENT: CHILD HEALTH AND SAFETY

SUBJECT: INJURY PREVENTION

PERFORMANCE OBJECTIVE: To ensure that all Head Start staff and volunteers are able to demonstrate safety practices. Staff will foster safety awareness among children and parents/guardians by incorporating it into child and parent activities.

POLICY AND PROCEDURE:

Children will be supervised by two staff at all times.

Teaching staff will ensure children are involved in making and enforcing rules of safety in order to increase their safety awareness. “Teachable moments” will be used to discuss safety, ways to prevent injuries, ensuring the injured doesn’t feel embarrassed, what to do in an emergency, where to go for help, etc.

First Aid/CPR training will be provided to all staff annually.

All centers will have an *Emergency Plan* located at the entrance of each center near the *Employee Sign In/Out Log*.

There will be a sign that is clearly visible in every classroom indicating the location of the First Aid Kit and the nearest telephone.

Properly stocked First Aid kits will be located in every center/classroom, on the playgrounds, busses, and field trips.

A diagrammed evacuation route will be posted near all exits in each center/classroom.

Fire, Bus Evacuation, Intruder, and Tornado/Earthquake Drills will be practiced monthly and documented by assigned staff.

Facility Exits are clearly marked with visible, approved EXIT signs. Aisle, hallways, and other exits are kept free of obstacles.

Fire Extinguishers will be properly inspected annually. Fire Extinguishers are strategically located throughout all facilities.

All electrical outlets accessible to children will have protective caps in place when outlets are not in use.

Items of potential danger to children (cleaning agents, flammable liquids, toxic materials, detergents, etc.) must:

- Be kept in a container with the contents clearly marked and identified
- Be stored out of the reach of children and in a locked cabinet
- Be stored separately from food and food service equipment
- Must have M.S.D.S. sheets in the M.S.D.S. Binder located in the kitchens of all centers
- Not be purchased and used in the classrooms/centers unless the agency has approved it as an acceptable/safe cleaning agent

Training is provided to all staff throughout the program year to ensure safety of all children and staff.

Parents/Guardians will be provided various training opportunities, flyers, pamphlets, etc. to ensure on-going training opportunities throughout the program year.