

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 63004 (HPS-SP) Safety Training

Related Regulations:	1302.47 b 4		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	Operations Manager		
Timeline:	Within 3 months of hire		
Evaluation:	Training documentation		
Forms:			

Performance Objective: Staff receive safety training in accordance with the requirements.

1.0 Safety Training: Staff with Regular Child Contact

1.1 All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, Federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:

- a) The prevention and control of infectious diseases;
- b) Prevention of sudden infant death syndrome and use of safe sleeping practices;
- c) Administration of medication, consistent with standards for parental consent;
- d) Prevention and response to emergencies due to food and allergic reactions;
- e) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- f) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- g) Emergency preparedness and response planning for emergencies;
- h) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
- i) Appropriate precautions in transporting children, if applicable;
- j) First aid and cardiopulmonary resuscitation; and,
- k) Recognition and reporting of child abuse and neglect, in accordance with 1302.47 b 5.

2.0 Safety Training: Staff without Regular Child Contact

2.1 All staff with no regular responsibility for or contact with children have initial orientation training within three months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.