

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: |          |
| 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.