

**Health Emergency Policy****Policy ID:** NENCAP HS-PO4**Board Approval Date:** 7/14/21**Policy Council Approval Date:** 7/15/21**Health Advisory Approval Date:****Effective Date:** 8/1/21**Performance Standard:** 1302.41(b)(2) and 1302.47 (4) & (7)**Purpose:**

To establish a policy for the administration of health emergency procedures in Northeast Nebraska Community Action Partnership (NENCAP) Head Start and Early Head Start classrooms, including health emergency treatment (first aid/CPR), and health emergency treatment and/or medication for individuals with medical conditions. This policy will be in place in all Head Start and Early Head Start classrooms, during field trips, and events. Staff modeling of healthy and safe behavior at all times is essential to the care and education of young children. Additional resources are available for caregivers. Refer to the Sick/Short Term Exclusion Policy 05 to help control the spread of any short-term condition or illness.

**Procedure:****I. General Provisions**

- a. Head Start and Early Head Start direct service staff will take all reasonable steps to minimize injury, provide first-aid, and secure medical treatment for each child, caregiver, and volunteer in the school or at a school event.
- b. School partnerships may adopt this policy or follow their own school policy.
- c. All direct service staff are required to undergo and maintain Safe with You, First Aid certification, CPR certification, Blood Borne Pathogens and EPI pen/Asthma training to provide immediate care for an acute illness, medical condition, or injury.
- d. Training on the Health Emergency Policy will be provided at new staff training. Staff will read and sign off on changes annually.
- e. A complete First Aid kit, Procedures for Health Emergencies, and a First Aid quick guide for health emergencies are located in each Head Start and Early Head Start classroom.
- f. Caregivers should prohibit from wearing clothing that smell of smoke when working with infants, toddlers, and preschoolers to reduce the exposure thirdhand smoke presents.

**II. Health Emergency**

- a. Direct service staff will follow the appropriate Procedures for Health Emergencies.
- b. Universal precautions will be used when handling bodily fluids in accordance with the NENCAP Blood borne Pathogens Exposure Plan.
- c. The second direct service staff will notify the caregiver or emergency contact.
- d. If necessary, the first direct service staff will ride with or follow the ambulance to the hospital and will remain at the hospital until the caregiver or emergency contact arrives.

**III. Incident and Accident Reports**

- a. Child:
  - A *Child Incident Report* form will be completed for any minor health emergency with a child that can be resolved at the school and/or by Head Start/Early Head Start direct

service staff. Staff will enter the information on myheadstart and a copy of the form should be given to the family, if requested.

- A *NENCAP Accident/Incident Reporting Form for Clients and Volunteers* will be completed for any major health emergency for a child that requires the attention of a medical or dental professional. It should be completed as soon as reasonably possible by the Supervisor following the accident/incident. It should be submitted electronically to the Fiscal Office and a copy must be sent to the Early Childhood Director.

b. Client/Volunteer:

- A *NENCAP Accident/Incident Reporting Form for Clients and Volunteers* will be completed for any type of health emergency on the school property or at a school event. It should be completed as soon as reasonably possible by the Supervisor following the accident/incident. It should be submitted electronically to the Fiscal Office and a copy must be sent to the Early Childhood Director.
- A copy will be provided for the Client or Volunteer if requested.

c. Staff (see NENCAP Personnel Policy 5.13):

- If an employee is injured during work hours, on Agency property, or the injury resulted from a work activity, then a *NENCAP Workers Compensation Employee Report of Injury Form* and the *Medical Information Release Authorization* form must be completed within 24 hours and submitted electronically to the Executive Director, Human Resource Director and Deputy Director.
- The supervisor must complete the *Supervisor's Accident Investigation* form within 24 hours and submitted electronically to the Executive Director, Human Resource Director and Deputy Director.
- The employee or their supervisor must report to the Executive Director within a reasonable time frame if medical attention is needed or received.
- An employee being treated for work-related injuries will be required to have his or her attending physician complete *Return to Work/Work Restrictions Form* and submit it to their supervisor.
- The supervisor should promptly provide the injured worker, at time of incident, the "Return to Work Information Packet" found on NENCAP Sharedpoint.

IV. Health Emergency for a Medical Condition (Medical Action Plan)

- a. Head Start/Early Head Start direct service staff will make every effort to minimize triggers and prevent an attack or episode of the individual's medical condition.
- b. Head Start/Early Head Start direct service staff at the school where the individual will be attending will be trained to provide emergency treatment and/or medication to the individual in accordance with the individual's Medical Action Plan.
- c. In a health emergency regarding an individual's medical condition, the primary direct service staff will follow the appropriate procedures to provide emergency treatment and/or medication for the individual in accordance with the individual's Medical Action Plan.
- d. If necessary, the secondary direct service staff will notify the caregiver or emergency contact.

- e. Immediately following the health emergency, direct service staff will complete the appropriate paperwork to document the health emergency and/or medication administration in accordance with those procedures.

#### V. Child Abuse Reporting

- a. Staff must comply with Nebraska Revised Statute 28-711 Child Abuse and Neglect Reporting Laws.
- b. Reporting incidents will be made to Nebraska Child Abuse and Neglect hotline (800-652-1999) or your local law enforcement agency when any person has reasonable cause to believe that a person is being subjected to conditions that would result in neglect or abuse.
- c. Notify the Area Manager immediately after a report is made.
- d. Complete and send the original “Child Abuse and Neglect Form” to the Early Childhood Director in a sealed envelope, marked confidential, within 24 hours of making the report. Maintain a copy of the report at the center in a locked file away from the child’s record. Destroy copies at the end of each school year.
- e. A copy of the “Child Abuse and Neglect Form” is provided to the Executive Director by the Early Childhood Director.
- f. If questioned by a caregiver on your involvement with reporting, it is your right to remain anonymous. Your response can be “I can neither confirm nor deny any child abuse or neglect reported by our program.”

#### VI. Domestic Violence

- a. If you or someone you know needs help, contact your local domestic violence/sexual assault program. Several Nebraska cities, within NENCAP’s service area, have domestic violence programs. They are: Fremont, Norfolk, South Sioux City, Winnebago, Macy, Niobrara and Wayne. Services may include “Emergency and/or Counseling Education.”
- b. National Domestic Violence hotline 800-799-7233.
- c. National Sexual Assault hotline 800-656-4673.
- d. Nebraska Domestic Violence website <https://www.domesticshelter.org/help/ne>

#### VII. Suicide Reporting

- a. Threats made by a child will be taken seriously. Staff will first contact the parent and then refer the family to the Nebraska Family Hotline (1-888-866-8660), available 24/7.
- b. Staff may contact the Mental Health Consultant for additional resources.

#### VIII. Safe Sleep – ABC’s

- a. Infants are placed to sleep alone.
- b. Infants are placed to sleep on his/her back.
- c. Infants are placed to sleep in a crib or approved play yard dressed with a tight-fitting sheet; ONLY.
- d. Swaddling devices are prohibited; however, sleep sacks are allowed while an infant sleep.
- e. Pacifiers may be used while an infant sleep, no bottles allowed.
- f. EHS staff will follow additional safe sleep practices posted.
- g. All staff caring for children, ages birth through 5, will be required to take the State “Safe with You” training every five years.