

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
HEALTH**

OBJECTIVE #1: To take steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Head Start programs respond to community needs.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.41(a)(2)
1301.41(a)(2)(i), (ii) and (iii)

The program will recruit health care providers, such as clinicians, physicians, dentists, and other health professionals; mental health providers; and nutritional service providers.

The program will provide training for staff and parents utilizing the professionals of the Health Advisory Committee and resource persons in the communities we serve.

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Establish collaborative agreements with community organizations.	July	June	Managers

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OBJECTIVE#2 To establish and maintain Health Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.41 (b)

To provide for the creation of the Health Advisory Committee as specified in the performance standards. The purpose of the committee shall be advising in the planning, operation, and evaluation of the program Written Plans, program Policies and Procedures, and other program objectives as is needed.

Highland Rim Head Start will recruit health care providers, parents, community members, and pertinent staff to serve on the committee. Orientation/training will be provided to members on performance standards, policies, and their functions as the Health Advisory Committee.

The program will provide for training for staff and parents utilizing the professionals of the Health Advisory Committee and resource persons in the communities served.

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OBJECTIVE#2 To establish and maintain Health Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Parents and additional community members will be recruited to serve on the health Advisory Committee.	August	October	Health/Disability Manager
Committee members will be oriented and trained in the function of the committee.	October	October	Health/Disability Manager
Committee members will meet to review the status of program services, discuss problem areas, and make recommendations.	October February April	October February April	Health/Disability Manager

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OBJECTIVE #3: To determine the child's health status by collaborating with parents and establish ongoing treatment and follow-up care as needed.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.20(a),(c),(d)

Program must determine if the Head Start child has a source of continuous access to health and dental care. Through information from health care professionals, it will be determined if the child is current on age-appropriate preventive and primary health care, i.e. immunizations, medical, and dental care. Head Start funds may be used for medical and dental services when no other source is available.

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OBJECTIVE #3: To integrate health education into the daily program and involve staff, parents, and children into training services and activities.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Children will be current or up-to-date in their immunization status prior to starting classes.	August	June	FSW Health/Disability Manager
Parents will be notified of dates when future immunizations are due.	August	June	FSW Health/Disability Manager
Determine if child has a medical or dental provider. If child does not have a provider, assist with establishing a medical or dental home for child.	August	June	FSW Health/Disability Manager
All health screenings will be completed within the first 45 days of enrollment.	August	June	FSW Health/Disability Manager Education Staff
Parents will be informed of the results of all screenings, including recommendations for necessary follow-ups.	August	June	FSW Health/Disability Manager Education Staff
Transportation for medical/dental services will be provided by the program as needed.	August	June	FSW Health/Disability Manager Marketing Manager

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Written parental permission will be obtained for all medical/dental services.	August	June	FSW Health/Disability Manager Education Staff
Families will be referred to determine eligibility for TennCare or other assistance programs.	August	June	FSW Health/Disability Manager
Parents will receive summaries of all services provided and follow-up services needed. Provide written permission for transfer of records before they are transferred to the public school system, and have an opportunity to review information to be forwarded to public school systems.	August	June	FSW Education Manager Education Staff Health/Disability Manager
Written parental permission will be obtained before health information is obtained or shared with other agencies.	August	June	FSW Health/Disability Manager Education Staff
Written parental permission will be obtained for transportation services for follow-up services, therapy appointments, etc.	August	June	FSW Health/Disability Manager Education Staff
Maintain a tracking system for health care services.	August	June	Health/Disability Manager
Arrange for further diagnostic testing, examinations, and treatment as needed.	August	June	FSW Health/Disability Manager
Assist parents when needed to obtain prescription medications, aids or equipment for medical and dental conditions.	August	June	FSW Health/Disability Manager Education Staff
Fluoride treatment services will be provided as necessary to help prevent tooth decay.	August	June	FSW Health/Disability Manager

			Dental Provider
Assist in providing preventative and corrective dental treatment services as recommended.	July	June	FSW Health/Disability Manager Dental Provider
Provide written documentation when using Head Start funds for medical/dental services.	July	June	Health/Disability Manager
Provide periodic observations and recordings to identify any new or recurring medical/dental concerns.	July	June	Health/Disability Manager Education Staff

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OBJECTIVE #4: To integrate health education into the daily program and involve staff, parents, and children into training services and activities.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.20(e),(f)
1304.21(a)(iii)
1304.21(c)(iii)

Program will involve staff, parents, and children in health care services. Parents will participate in ensuring that each child receives appropriate health care services. Information provided from screenings, ongoing observations, medical and dental evaluations and treatments, and insights from the child's parents will help staff and parents determine how the program can best respond to each child's individual needs.

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OBJECTIVE #4: To integrate health education into the daily program and involve staff, parents, and children into training services and activities.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Notify parents of child's health or development problems.	August	June	FSW Health/Disability Manager Education Staff
Familiarize parents with health and development program procedures.	August	June	FSW Health/Disability Manager Education Staff
Written parental permission will be obtained for all medical/dental services.	August	June	FSW Health/Disability Manager Education Staff
Obtain written documentation of refusal for treatment.	August	June	FSW Health/Disability Manager Education Staff
Staff will provide parents with opportunities to participate in classroom and health services such as going with children to screenings, workshops, etc.	August	June	Managers Education Staff
Parent/staff training on communicable diseases, preventative health practices, and proper sanitation habits.	August	June	Managers Education Staff

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OBJECTIVE #5: To establish health emergency procedures designed to respond to medical and dental health emergencies with which all staff are familiar and trained.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.22(a)(b),(c),(d),(e),(f)
1304.23(b)(3)
1304.23(b)(6)
1304.41(a)(2)
1304.52(j)(1),(2)

Program will provide that each center post and/or have accessible the following so staff, parents, and children will be prepared for emergencies:

- emergency procedures for fire/storm situations
- emergency evacuation plans
- emergency response telephone numbers
- medical emergency procedures
- dental emergency procedures
- specific medical and emergency information regarding children/staff
- emergency phone numbers for each child
- first aid information
- well supplied first aid kit

All staff will work together to provide various health training for parents, children, and staff throughout the year including:

- preventive health practices
- communicable diseases
- proper sanitation habits in the center and home
- CPR/first aid training and/or recertification

Teaching staff, with the assistance of the Health/Disability Manager, will practice and establish preventive health measures in the classroom. This will be done by modeling and by lesson plans designed to concur with dental and vision screenings, e.g. pictures, prop boxes, books, etc.

Parents will be given health suggestions and activities through monthly newsletters, home visits, volunteering in the classroom, etc. Parents will be encouraged to accompany their children to health appointments in order to learn of problems and/or preventive measures for children. Program will temporarily exclude a child with a short term injury or contagious illness from

activities during the period which the child poses a health or safety risk to others.

Program will receive information from parents of any special health or safety needs of child including written procedures regarding the administration, handling, and storage of medication.

Program will insure that staff and volunteers can demonstrate safety practices and foster safety awareness among children and parents. Staff, volunteers, and children will practice proper hygiene and preventive health measures.

Staff and volunteers will be screened for tuberculosis to reduce risk to health and safety of others.

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OBJECTIVE #5: To establish health emergency procedures designed to respond to medical and dental health emergencies with which all staff are familiar and trained.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Staff/parent training on fire, tornado, and safety for home and center.	August	June	Health/Disability Manager Family Service Manager Education Staff
CPR/first aid training for parents and new staff. Recertification for all other staff.	July	June	Health/Disability Manager Family Service Manager
Post procedures for emergencies including medical, dental, and first aid procedures.	August	June	Education Staff
Post emergency response phone numbers.	August	June	Education Staff
Availability of family contact information, emergency numbers, and authorization for emergency care.	August	June	Education Staff
Post emergency evacuation routes and safety procedures.	August	June	Education Staff
Label and store all medications under lock and key. Refrigerate medication if necessary.	August	June	Education Staff

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Designate staff members to administer, handle, and store medications.	August	June	Health/Disability Manager Education Staff
Obtain physician's instructions and written parental authorization for all medications administered by staff.	August	June	Health/Disability Manager FSW/Education Staff
Maintain records of medications dispensed.	August	June	Education Staff Health/Disability Manager
Record changes in child's behavior as associated with medications and assist parent in communicating these changes to a physician.	August	June	Health/Disability Manager Education Staff
Availability of age-appropriate first-aid kits at facility and on outings.	August	June	Health/Disability Manager Education Staff
Restock first-aid kits after each use and conduct an inventory at regular intervals.	August	June	Health/Disability Manager Education Staff
Establish routine preventative health measures in classroom daily, such as brushing teeth, washing hands, blowing noses, etc.	August	June	Education Staff
Invite community helpers into the classroom so children can interact positively with them in a familiar setting.	August	June	Education Staff
Discuss roles and the importance of health professionals using pictures, prop boxes, filmstrips and stories, e.g., teach dental health unit concurrent with visit of hygienist and dental screenings to better prepare the children.	August	June	Education Staff
Accommodate for medically based diets.	August	June	Health/Disability Manager Lead Cook Nutrition Staff
Parents will receive Resource Manual and Parent Handbook at time of enrollment.	August	June	Education Staff FSW
Teaching staff will complete health observations on all children within August 45 days of enrollment and update throughout the year.	August	February	Health/Disability Manager Education Manager Education Staff

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
All staff will provide a physical and a negative tuberculosis test before reporting to work as required.	July	June	Health/Disability Manager Education Manager
All regular volunteers will provide a negative tuberculosis test according to Dept. of Human Services and Health Department requirements.	July	June	Health/Disability Manager Education Manager

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OBJECTIVE #6: To provide a safe physical environment conducive to learning.

JUSTIFICATION AND APPROACH

Following Performance Standards: 1304.53(a)(1)
1304.53(a)(10)(iii),(v),(ix),(x)

Program will conduct an annual safety inspection to ensure that the physical arrangements are consistent with the health and safety needs of the children.

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OBJECTIVE #6: To provide a safe physical environment conducive to learning.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
All medications are labeled, stored under lock and key, refrigerated if necessary, and kept out of children's reach.	July	June	Education Staff Health/Disability Manager
All cleaning agents will be kept in a locked closet or cabinet.	July	June	Education Staff Health/Disability Manager
Electrical outlets not being used will be covered.	July	June	Education Staff Marketing Manager
Furniture and toys will be kept in good condition and working order.	July	June	Education Staff Education Manager Marketing Manager