

**HIGHLAND RIM ECONOMIC CORPORATION,  
HEAD START PROGRAM  
WRITTEN PLAN  
PROGRAM YEAR 2009-2010  
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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| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b> |
|--|-----------------------|------------------------|--------------------------|
| Establish collaborative agreements with community organizations. | July                  | June                   | All 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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| <b>TASK</b>  | <b>BEGINNING DATE</b>        | <b>COMPLETION DATE</b>       | <b>STAFF RESPONSIBLE</b>  |
|--|------------------------------|------------------------------|---------------------------|
| Parents and additional community members will be recruited to serve on the Health Advisory Committee.                  | <b>July</b>                  | 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<br>February<br>April | October<br>February<br>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.

| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>   |
|--|-----------------------|------------------------|--|
| Children will be current or up-to-date in their immunization status prior to starting classes.   | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager  |
| Parents will be notified of dates when future immunizations are due.   | <b>July</b>           | June                   | FSW<br>Health/Disability<br>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. | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager  |
| All developmental and sensory screenings will be completed within the first 45 days of entry.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff   |
| All physical and dental examinations will be completed within the first 90 days of entry.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager  |
| Parents will be informed of the results of all screenings, including recommendations for necessary follow-ups.                                       | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff   |
| Transportation for medical/dental services will be provided by the program as needed.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br><b>Transportation,<br/>Facilities &amp;<br/>Maintenance Mgr</b> |

| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>  |
|--|-----------------------|------------------------|---|
| Written parental permission will be obtained for all medical/dental services.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff                      |
| Families will be referred to determine eligibility for TennCare or other assistance programs.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>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. | <b>July</b>           | June                   | FSW<br>Education Manager<br>Education Staff<br>Health/Disability<br>Manager |
| Written parental permission will be obtained before health information is obtained or shared with other agencies.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff                      |
| Written parental permission will be obtained for transportation services for follow-up services, therapy appointments, etc.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff                      |
| Maintain a tracking system for health care services.   | <b>July</b>           | June                   | Health/Disability<br>Manager  |
| Arrange for further diagnostic testing, examinations, and treatment as needed.   | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager   |
| Assist parents when needed to obtain prescription medications, aids or equipment for medical and dental conditions.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff                      |

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| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>                            |
|--|-----------------------|------------------------|---|
| Fluoride treatment services will be provided as necessary to help prevent tooth decay.                 | <b>July</b>           | June                   | FSW<br>Health/Disability Manager<br>Dental Provider |
| Assist in providing preventative and corrective dental treatment services as recommended.              | July                  | June                   | FSW<br>Health/Disability Manager<br>Dental Provider |
| Provide written documentation when using Head Start funds for medical/dental services.                 | July                  | June                   | Health/Disability Manager<br>FSW                    |
| Provide periodic observations and recordings to identify any new or recurring medical/dental concerns. | July                  | June                   | Health/Disability Manager<br>Education Staff<br>FSW |

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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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| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>                               |
|--|-----------------------|------------------------|--|
| Notify parents of child's health or development problems.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff |
| Familiarize parents with health and development program procedures.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff |
| Written parental permission will be obtained for all medical/dental services.  | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff |
| Obtain written documentation of refusal for treatment.   | <b>July</b>           | June                   | FSW<br>Health/Disability<br>Manager<br>Education Staff |
| Staff will provide parents with opportunities to participate in classroom and health services such as going with children to screenings, workshops, etc. | <b>July</b>           | June                   | All Managers<br>Education Staff                        |
| Parent/staff training on communicable diseases, preventative health practices, and proper sanitation habits.   | <b>July</b>           | June                   | All Managers<br>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 **him/herself or** 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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| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>  |
|--|-----------------------|------------------------|---|
| Staff/parent training on fire, tornado, and safety for home and center.                              | <b>July</b>           | June                   | Health/Disability Manager<br>Family Service Manager<br>Education Staff  |
| CPR/first aid training for parents and new staff. Recertification for all other staff.               | <b>July</b>           | June                   | Health/Disability Manager<br><b>Center Coordinator<br/>Transportation,<br/>Facilities &amp;<br/>Maintenance Mgr</b> |
| Post procedures for emergencies including medical, dental, and first aid procedures.                 | <b>July</b>           | June                   | Education Staff   |
| Post emergency response phone numbers.   | <b>July</b>           | June                   | Education Staff   |
| Availability of family contact information, emergency numbers, and authorization for emergency care. | <b>July</b>           | June                   | Education Staff   |
| Post emergency evacuation routes and safety procedures.  | <b>July</b>           | June                   | Education Staff   |
| Label and store all medications under lock and key. Refrigerate medication if necessary.             | <b>July</b>           | June                   | Education Staff   |

| <b>TASK</b>   | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>                         |
|---|-----------------------|------------------------|--|
| Designate staff members to administer, handle, and store medications.   | <b>July</b>           | June                   | Health/Disability Manager<br>Education Staff     |
| Obtain physician's instructions and written parental authorization for all medications administered by staff.   | <b>July</b>           | June                   | Health/Disability Manager<br>FSW/Education Staff |
| Maintain records of medications dispensed.  | <b>July</b>           | June                   | Education Staff<br>Health/Disability Manager     |
| Record changes in child's behavior as associated with medications and assist parent in communicating these changes to a physician.  | <b>July</b>           | June                   | Health/Disability Manager<br>Education Staff     |
| Availability of age-appropriate first-aid kits at facility and on outings.  | <b>July</b>           | June                   | Health/Disability Manager<br>Education Staff     |
| Restock first-aid kits after each use and conduct an inventory at regular intervals.  | <b>July</b>           | June                   | Health/Disability Manager<br>Education Staff     |
| Establish routine preventative health measures in classroom daily, such as brushing teeth, washing hands, blowing noses, etc.   | <b>July</b>           | June                   | Education Staff                                  |
| Invite community helpers into the classroom so children can interact positively with them in a familiar setting.  | <b>July</b>           | 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 exams to better prepare the children. | <b>July</b>           | June                   | Education Staff                                  |

| <b>TASK</b>   | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>                                     |
|---|-----------------------|------------------------|--|
| Accommodate for medically based diets.  | <b>July</b>           | June                   | Health/Disability Manager<br>Lead Cook<br>Nutrition Staff    |
| Parents will receive Resource Manual and Parent Handbook at time of enrollment.   | <b>July</b>           | June                   | Education Staff<br>FSW<br>Family Service Manager             |
| Teaching staff will complete health observations on all children within 45days of enrollment and update throughout the year.              | <b>July</b>           | February               | Health/Disability Manager<br>Education Staff                 |
| All staff will provide a physical and a negative tuberculosis test before reporting to work as required.                                  | July                  | June                   | Health/Disability Manager<br>IT Manager<br>Marketing 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<br>Family Service 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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| <b>TASK</b>  | <b>BEGINNING DATE</b> | <b>COMPLETION DATE</b> | <b>STAFF RESPONSIBLE</b>  |
|--|-----------------------|------------------------|---|
| All medications are labeled, stored under lock and key, refrigerated if necessary, and kept out of children's reach. | July                  | June                   | Education Staff<br>Health/Disability<br>Manager   |
| All cleaning agents will be kept in a locked closet or cabinet.  | July                  | June                   | Education Staff<br>Health/Disability<br>Manager   |
| Electrical outlets not being used will be covered.   | July                  | June                   | Education Staff<br>Marketing<br>Manager   |
| Furniture and toys will be kept in good condition and working order.   | July                  | June                   | Education Staff<br>Education<br><b>Transportation,<br/>Facilities &amp;<br/>Maintenance Mgr</b> |