

 Policy #: H-2	Effective Date: 5/9/94	Page #: 1 of 2
Ref #: 1304:22(a)	Policy Council Approval Date: 8/28/07	Revision Date: 4/11/07

COMPONENT: HEALTH

SUBJECT: MEDICAL AND DENTAL EMERGENCIES

PERFORMANCE OBJECTIVES: To establish procedures for Head Start staff to deal with medical or dental emergencies.

In the event a child arrives at the center ill or becomes sick / injured while at school, the following procedures will be followed by the Head Start staff:

1. Staff will notify the Central Office of the illness or emergency situation. The parent/guardian will be notified immediately as well. Emergency phone numbers **must be** posted in the centers in a conspicuous location.
2. If the condition warrants, the physician or dentist will be notified of the problem and any special instructions for transporting, etc., will be followed.
3. The child's medical record and history will be taken from the center with the child to the appropriate physician or dentist. If transportation to a medical or dental facility is necessary, **transportation will be by school bus only!** If the child's condition is such that he/she cannot be transported by bus, and ambulance should be called by dialing 911.
4. If a child's tooth is dislodged, handle the tooth by the crown only, and place in a cup of milk or water (if no milk available). Do not wrap the tooth in anything. Take the tooth with the child to the dentist.
5. The phone number and location of the medical or dental facility will be given to the parent, and the parent should meet the child and staff member at the facility. If the parent cannot be at the facility, they must arrange to have an adult family member or other responsible adult meet them at the attending physician or dentist's facility.
6. The staff member will stay with child until the attending physician or dentist begins care or the parent/guardian arrives. The staff member may remain with the parent if requested.
7. The Head Start Health and Disability Manager will submit the proper documentation to the HREC Central Office for insurance claim purposes.

INSERT ACCIDENT/INJURY REPORT

not on file