



HEAD START OF WASHINGTON COUNTY, INC.

Health Service Area Plan

1302.40-1302.44 & 1302.46-1302.47 Subpart D – Health Program Services

Health Emergency Policies and Procedures

Health emergency policies and procedures are in place and posted which include choking, first-aid, CPR, Dental first etc. Staff is familiar and trained in these policies. Emergency responder numbers are posted and children's emergency cards are regularly updated at enrollment, re-enrollment, home visits and when any other family dynamic may change. A sick child exclusion policy is in place for when a child must be temporarily excluded from the program due to an acute or short term injury or illness. Injury and Illness reports are also completed and shared with the parent. The exclusion policy can be found in the parent handbook for their reference. Whenever Head Start of Washington County is unable to provide center based program admittance based on a health care need, other program options are made available to the family and additional community resources given. HSWC is informed of any medical or safety needs of the child at initial intake with the family and then throughout the program year as needed. Additional information can be updated at the teacher first home visit, Family Advocate first home visit and parent/teacher conferences.

Medication Administration

An established procedure is in place for Medication Administration. All staff that administers medications is trained in Medication Administration. Documentation of trained staff is kept at all centers in a central location so it is easily accessible. All medications are stored in a locked box and kept out of the reach of children. If necessary, any medication requiring refrigeration is stored appropriately as well. Medications are labeled and with the child's name, date of birth, prescriber, medication, dosage, time to give and expiration date. All of this information must match the Medication Order Form. The form must be signed by the parent and prescriber. When medication is received, a signature for facility receipt is obtained. Individual records of medications are reviewed at the time received, at re-enrollment and any time throughout the year when a new medication may be introduced. The medication log is completed each time a student receives medication. Staff will record anytime there is a change in a child's behavior or any other implications after giving medication. Staff reviews this information with the parent and physician if necessary regarding the effect of the medication.

Injury Prevention

Safety practices are in place and staff can demonstrate these skills as necessary. Several safety practices involve testing of knowledge. This includes but is not limited to: First aid, CPR, Bloodborne Pathogens, Hazard Communications, Personal Hygiene, Dental Health and General Handwashing and Sanitation. For injury prevention, parent activities can accompany the material learned in the classroom such as CHOOSY newsletters and various trainings offered by partnering agencies. Training is documented by sign in sheets and copies of materials/ power points as necessary. Illness and Health reports are completed any time an injury occurs on site or a child comes into a center with an injury. Copies are sent to the parent to provide notification. An Illness report is completed anytime a child needs to be excluded for a short period of time due a potential contagious illness. This form requires a parent and site director or health manager signature for verification.

Hygiene

Head Start of Washington County requires direct service staff to complete training in General Handwashing and Sanitation thus following the handwashing procedure, diaper changing procedure, medication administration and pet policy. Classroom monitoring is evident through health and safety checks as well as notations on the ITERS reports by Child Development Managers. Nonporous latex free gloves are worn during diaper changing and anytime staff may come in contact with bodily fluid, as advised in the Bloodborne Pathogen regulations. Spill kits are available to all staff in the event of a spill of bodily fluids. All necessary materials are available for safely taking care of the spill and disposing of it properly. A “Healthy Habits” procedure is also in place for a more detailed explanation of toy sanitation and general habits relating to Early Head Start classrooms. Crib and cot spacing is also noted in these procedures preventing the spread of contagious illness and allowing easy access of a child by a caregiver. Handwashing, Sanitation, and Diaper changing procedures are in place at each center. Signage is readily available and accessible for each of the procedures.

First aid kits are readily available and well stocked appropriate for the size of the center and classroom. A portable kit is available to each classroom to take outside, to the gym and on field trips away from the center. All items are kept out of the reach of children. Forms are available for staff to complete and turn into the Health Manager to have items re-stocked when running low. Inventory is taken at the beginning, middle and end of each program year. Items are available year round, however, if needed for restocking purposes.

General

Head Start of Washington County conducts fire drills monthly. Lockdown procedures and an Emergency Procedure Plan are in place. Safety inspections are conducted yearly by the Office of Child Care and Health and Safety checklists occur annually coinciding with the self-assessment process.

Tasks and Activities	Timeframe	Staff Responsible
CPR/First Aid Training	CPR yearly/First Aid every 3yrs.	HR, Trainers
Medication Admin. Training	Ongoing	Health Manger, Trainers
Care Plans Health/Food Allergies	Enrollment, Re-enrollment, ongoing	Health Manger, Food Services Manager, FA's
Emergency Card	Enrollment, Re-enrollment, 1 st HV	FA's, Teaching Staff
Emergency Procedure Plan/Fire Drills, Bus Evacuations	Monthly fire drills, yearly Emergency Procedure review, 3x per year Bus Evacuations	Program Director, Site Directors, Transportation Mgr.
Child Abuse and Neglect Training	Yearly	Developmental Services Mgr.
Child Health History	Enrollment, Re-enrollment	FA's, Health Manger
Injury Prevention Training	Ongoing	Health Manger, HR, Trainers
Handwashing/Sanitation Training	Initial training then as needed	Health Manger, Trainers
First –Aid Kit restock	Yearly then as needed	Health Manger, Health Assistant, Teaching staff

Child Health Status and Tracking

Determination of a child's health status begins prior to enrollment when Family Advocates call to schedule an appointment for enrollments. An on-going source of health care is assessed and resources given if one are not noted by the family, this will be continually tracked and followed until one is obtained. FSW's and the Health Office utilize COPA, an online tracking system, to input information and track health services. Reports are also generated by this system as a way of continual follow up to make sure children are receiving preventative and primary health care and remain up to date throughout the school year(s) and through transition to Kindergarten. COPA is consistent with the EPSDT schedule for Maryland including lab work, heights/weights, hearing/vision screenings as appropriate, dental visits when appropriate. Immunization

requirements from the CDC are also incorporated in the tracking system. Expectant mothers who are also enrolled in our program receive the same follow up and resources. Health information, such as flow charts, are also obtained and tracked to ensure proper pre and post-natal care. Home visits are also completed at the required time with a registered nurse to ensure everything is progressing normally. A back up nurse is also under contract to ensure timely completion of home visits, should the head RN not be available. Referrals are given if needed through the nurses or the Homebased Teacher. Program staff work with parents intensively to identify resources in the community and refer families for services whenever necessary, including transportation to and from medical, mental health or dental appointments. Staff routinely monitor a child's health record monthly and are in constant contact with the parent to encourage routine care and follow up. Staff notify parents of results for screenings and maintain contact until follow up is completed, should it be needed. Should further testing be needed in the area of health, the Health Office will assist the parent with resources, scheduling, follow up and transportation as needed. Suspected developmental problems are referred to the Developmental Services Manager as indicated or IEP/IFSP team if one is already in place.

Screenings

Screenings for development-including hearing and vision, sensory and behavior are completed within the allotted 45 day requirement. Dental exams are completed within 90 days for those students who are not up to date with a dental home for preventative services. Parents are informed at the time of enrollments of the type of screening that will be conducted. Consent or denial is obtained at this time and Release of Information signed should a child already have a specialist in place. Tracking and progress is documented in COPA with reminders and reports being automatically generated. This online system allows for continual follow up as needed to ensure screenings are not only completed but should additional testing be needed, staff are aware as well as parents. Results are sent to parents regarding the outcome of all of these screenings with instructions if further follow up or help is needed. The program receives direct guidance from the local Board of Education, Mental Health consultant and consulting physician. Developmental Checklists/ESIR/ASQ are completed and screening information shared with the parent on an on-going basis. If referred for a child development concern the IEP/IFSP team will schedule meetings to realign goals and receive teacher and parent input. The IEP team determines the type of placement and the specific programming which is appropriate for the child; parents are active participants in the process. The Developmental Services Manager attends all meetings as well as transition meetings. Should a family need extensive follow up with medication or equipment for medical or dental needs, staff and partnering consultants assist the family to ensure needs are met. The agency utilizes input from the family, health professionals and staff to ensure a comprehensive approach to child health and development is maintained.

Ongoing care and Parent Involvement

Staff may identify new or recurring medical, dental or developmental concerns. Procedures include observations by staff and parents. Daily Health Checks are completed shortly after children arrive to look for atypical changes in the child. If it is found that a child needs to go home, a parent or another authorized person on the emergency card is contacted. Documentation is then noted by a written Illness or Health Report. In the event of an emergency situation such as an illness or serious injury, a family is notified immediately. Head Start of Washington County's Parent Handbook includes the Sick Child Exclusion Policy for their reference. Home Visits will also be made to the family if needed as a last resort, should the family not be able to be reached by phone. Office of Child Care regulations are also followed as well as agency policies.

FSW's and HBT's make contact with families and families are encouraged to volunteer to observe their child while participating in school activities. Observation of the child in the educational setting by the family is encouraged. Should language translation be need, staff provides this service either in house or by partnering with professionals in the community. The Health Manger works closely with the team and collaborates to ensure health needs are addressed. The Formal and informal observations are made daily by staff. Meetings can be scheduled at any time to receive parent input, evaluate goals and/or review progress. Parents have opportunities to learn and discuss their children's health, well-being, mental health, oral health and nutrition. We provide ongoing support to families for help in navigating the health system on the community and state level.

Partnerships

Partnerships are developed between the agency and health providers in the community. Staff commonly refers families to the Health Department, WIC, Community Free Clinic, and Family HealthCare of Hagerstown (dental) - Healthy Smiles in Motion and consulting doctor and nurses. Head Start funds are used as a last resort should all other sources of funding is unavailable. Through these partnerships, however, minimal cost is usually the end result as the best interest of the family is of utmost importance to these community partners.

Tasks and Activities	Timeframe	Staff Responsible
Health Status	Enrollment then ongoing	FA's, Health Office, Direct Service Staff
Prenatal Visits	Prior to delivery and when additional follow up needed	LHBT and Nurse, Health Manager
Postnatal Visits	2 weeks after delivery and when additional follow up needed	LHBT and Nurse, Health Manager
Screenings/Exams	Within 45 days of enrollment/ 90 days for dental	Health Manger, Health Assistants, Community Agencies
Health or Developmental referrals	Ongoing as needed	Health Manger, Developmental Services Manager, Direct Service Staff, Community Partners

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Policy Council Approval Date:

Board Approval Date: