

I. Administration Plan	
The Administration Plan for the Pueblo of Isleta (POI) Head Start & Child Care Center, and to include Early Head Start, sets forth and establishes administrative policies and procedures to ensure the safe and healthy operation of the POI Head Start & Child Care Center for the children, visitors, employees, and community.	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47: Safety Practices	45 C.F.R. 98.41(a)
I. A. Imminent Health Hazard Policy	
Policy	
It is the policy of the POI Head Start & Child Care Center for the Executive Director and staff to take whatever steps are necessary to identify and prevent potential imminent health hazards in order to protect the children, staff and community.	
Procedures	
If an imminent health hazard is identified, the Executive Director shall: <ul style="list-style-type: none"> a. Follow the Federal, State and Tribal recommendations to eliminate the health hazard or reduce the risk of the exposure to the health hazard, which could include evacuation of the Center and grounds as described in the Emergency Preparedness Plan subsection Emergency Response Plan. b. Coordinate actions necessary to permanently eliminate the health hazard affecting the program. c. Prepare a written report to the oversight bodies notifying them of the imminent health hazard and what was done to eliminate the hazard to reduce the risk of exposure to the hazard. 	
Additional Information	

I. Administration Plan	
The Administration Plan for the Pueblo of Isleta (POI) Head Start & Child Care Center, and to include Early Head Start, sets forth and establishes administrative policies and procedures to ensure the safe and healthy operation of the POI Head Start & Child Care Center for the children, visitors, employees, and community.	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
N/A	45 C.F.R. 98.42
I. B. Environmental Health Survey and Evaluation Policy	
Policy	
The POI Head Start & Child Care Center staff conducts environmental health surveys of the Center to ensure the health and safety of the children, staff and visitors and shall work with Indian Health Services (IHS), the Health Service Advisory Committee and the Parent Policy Council to correct the problems identified at the Center.	
Procedures	
In order to ensure that a comprehensive environmental health survey is conducted annually, the following actions shall be taken:	
<ul style="list-style-type: none"> a. The Executive Director/Facilities Coordinator shall contact IHS each year to request the environmental health survey of the POI Head Start & Child Care Center. b. The Executive Director/Facilities Coordinator shall make sure all policies and procedures, plans, and reports needed for the survey are complete and ready for inspection. c. The necessary staff shall be present or available during the survey to respond to questions and provide information to IHS. d. Upon receipt of the report, the Executive Director/Facilities Coordinator shall review the survey report and schedule a meeting with IHS if necessary to clarify any information contained in the report. e. After receiving the survey report, and within the timeframe mandated, the Executive Director/Facilities Coordinator shall prepare a Compliance Plan and Schedule to correct the items noted in the survey report. f. The Executive Director shall share the survey report and the Compliance Plan and Schedule with all parties as needed and shall provide periodic progress reports on corrections. 	
Additional Information	

I. Administration Plan

The Administration Plan for the Pueblo of Isleta (POI) Head Start & Child Care Center, and to include Early Head Start, sets forth and establishes administrative policies and procedures to ensure the safe and healthy operation of the POI Head Start & Child Care Center for the children, visitors, employees, and community.

Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.21 Center-base & 1302.22 Home-base	45 C.F.R. 98.41(a)(1)(xii)(d)

I. C. Child-Staff Ratio Policy

Policy

The POI Head Start & Child Care Center shall not leave children unattended or unsupervised and shall maintain staff to child ratios to protect the health and safety of the children at the Center.

Procedures

In order to comply with the staff to child ratios presented in the Head Start Performance Standards, Section 1302.21, the following actions shall be taken:

The POI Child Care Program shall follow the New Mexico Child Care Regulations for staff to child ratios:

A. Child Care; Children six (6) weeks to six (6) years.

1. Age in group: Six (6) weeks through twenty-four (24) months.
 - Staffing: One (1) adult for every six (6) children or fraction of the group therefore.
2. Age in group: Two (2) years.
 - Staffing: One (1) adult for every ten (10) children or fraction of the group therefore.
3. Age in group: Three (3) years.
 - Staffing: One (1) adult for every twelve (12) children or fraction of the group therefore.
4. Age in group: Four (4) years.
 - Staffing: One (1) adult for every twelve (12) children or fraction of the group therefore.
5. Age in group: Five (5) years.
 - Staffing: One (1) adult for every fifteen (15) children or fraction of the group therefore.
6. Age in group: Six (6) years.
 - Staffing: One (1) adult for every fifteen (15) children or fraction of the group therefore.

B. Head Start; Children three (3) years to five (5) years.

1. There shall be a minimum of two (2) qualified adult staff persons on duty at all times in each classroom.
2. Program average of 15-17 children enrolled per class where the predominant age of children is three (3) years. No more than 17 children enrolled in any class.
3. Program average of 17-20 children enrolled per class where the predominant age of children is four (4) to five (5) years. No more than 20 children enrolled in any class.
 - 1) Age in group: Three (3) years.
 - Staffing: One (1) adult for every twelve (12) children or fraction of the group therefore.
 - 2) Age in group: Four (4) years.
 - Staffing: One (1) adult for every twelve (12) children or fraction of the group therefore.
 - 3) Age in group: Five (5) years.
 - Staffing: One (1) adult for every fifteen (15) children or fraction of the group therefore.
 - 4) Age in group: Six (6) years.
 - Staffing: One (1) adult for every fifteen (15) children or fraction of the group therefore.

C. Early Head Start; Children Birth to 36 months.

1. There shall be a minimum of two (2) qualified adult staff persons on duty at all times in each classroom.
 - 1) Age in group: Birth to twenty-four (24) months.
 - Staffing: One (1) adult for every four (4) children or fraction of the group therefore.
 - 2) Age in group: twenty-five (25) months to thirty-five (35) months.
 - Staffing: One (1) adult for every four (4) children or fraction of the group therefore.

D. **Staff Absences:** There are occasions when, due to illness or unforeseen circumstances, regular classroom staff shall be absent.

1. In the event of a classroom staff absence, staff to child ratios shall be maintained using other program staff or qualified volunteers.
2. In the event that there are no available program staff or qualified volunteers, the Executive Director shall declare an emergency situation and shall implement the emergency contact procedures for the affected children and shall cancel classes.
3. If the staff shortage cannot be resolved through the use of substitute or staff, then the Executive Director shall reduce the enrollment of the POI Head Start, Early Head Start & Child Care Programs, or all three, until adequate staff can be hired.

Additional Information

I. Administration Plan

The Administration Plan for the Pueblo of Isleta (POI) Head Start & Child Care Center, and to include Early Head Start, sets forth and establishes administrative policies and procedures to ensure the safe and healthy operation of the POI Head Start & Child Care Center for the children, visitors, employees, and community.

Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47: Safety Practices	N/A

I. D. Key Card/Entry Policy

Policy
 Access to The POI Head Start & Child Care Center shall be limited to those individuals who have direct business with the Center; therefore, those individuals shall be assigned card keys for entrance into the building.

Procedures
 In order to ensure that only those persons who have direct business with the POI Head Start & Child Care Center enter into the building, card keys will be assigned as follows:

- A. Staff members:**
 1. Staff shall be assigned a card key upon hire. Staff shall sign the Key Form upon receipt of keys and key card.
 2. Staff members may not allow other persons to use their card.
 3. Cards shall be returned upon termination of employment.
 4. Access Levels:
 - a) Always: Executive Director, and maintenance staff have 365 days per year, 24 hours per day access.
 - b) Supervisory Staff: Supervisors have access 365 days per year from the hours of 6:30am to 9:00pm.
 - c) Staff: Content Area, Teaching, administrative, and kitchen staff have access Monday through Friday, excluding Holidays, between the hours of 7:00am and 7:00pm.
- B. Lost Keys:**
 1. See Staff Hand Book for Key Policy
- C. Lock Down:**
 1. In the event of a Lock Down, access to the building will only be available via the manual door release by a Head Start staff member.
- D. Revocation of Key Access:**
 1. The Pueblo of Isleta Head Start & Child Care Program reserves the right to revoke access via card key at any time for any reason in order to maintain the safety and

wellbeing of children and staff. Determination of revocation of keys shall be made solely at the discretion of the Executive Director.

Additional Information

I. Administration Plan	
The Administration Plan for the Pueblo of Isleta (POI) Head Start & Child Care Center, and to include Early Head Start, sets forth and establishes administrative policies and procedures to ensure the safe and healthy operation of the POI Head Start & Child Care Center for the children, visitors, employees, and community.	
Head Start & Early Head Start Performance Standard:	Head Start & Early Head Start Performance Standard:
1303.42: Eligibility to purchase, construct, and renovate facilities	45 C.F.R. 98.41(a)(1)(v)
I. E. Plan Review Policy	
Policy	
The POI Head Start & Child Care Center shall work with Indian Health Services (IHS) to ensure that renovated and new facilities are designed to protect the health and safety of the children, staff and visitors.	
Procedures	
In order to reduce and eliminate unnecessary delays and expenses associated with a renovation, construction, or move into a new facility, the following actions shall be taken:	
<ul style="list-style-type: none"> a. New Facilities: The Executive Director shall notify IHS of any proposals to construct a new Head Start facility, including the name and phone number of a contact person to arrange for the review of plans for the new facility. b. Renovations to Existing Centers: The Executive Director shall notify IHS of any plans to renovate the existing facility, including the name and phone number of a contact person to arrange for the review of the renovation plans. c. Occupying an Existing Facility: The Executive Director shall ask IHS to conduct a site visit of any facility that the Head Start & Child Care intends to occupy for use as a Head Start & Child Care Center. Prior to occupying any facility, the Head Start & Child Care Center shall have approval from IHS. 	
Additional Information	
END OF ADMINISTRATION PLAN	

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.40 Health Program Services	N/A
II. A. Health Advisory Committee Policy	
Policy	
The POI Head Start Center shall participate in and utilize the expertise of the Health Advisory Committee, which includes the Health Coordinator, Nutritionist Coordinator, Community Health Nurse, Health Educator, Diabetes-Dietitian, WIC Director/Nutritionist and the Parent Policy Committee-Community Representative for health and safety issues.	
Procedures	
In order to utilize the valuable and important source of health and safety information available from the Health Advisory Committee, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The Health Advisory Committee provides service for the Isleta Head Start, Early Head Start & Child Care. The POI Head Start & Child Care Center is represented on the Health Advisory Committee by at least one member of the Content Area staff. 2. The Health Advisory Committee shall review all health and safety policies and procedures and provide guidance for staff as needed. 3. The Health Advisory Committee meets quarterly. Staff input on concerns will be solicited. 	
Additional Information	

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.40 Health Program Services	N/A
II. B. Parental/Community Health and Safety Concerns Policy	
Policy	
The POI Head Start & Child Care Center staff shall encourage and provide opportunities for parents/guardians to be involved to the fullest extent in their child’s health, development, and safety.	
Procedures	
In order to ensure parental participation in Head Start & Child Care Center activities, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The Executive Director, Health Coordinator/Nutritionist Coordinator shall make available to parent/guardian fact sheets and information on health and safety issues and the Center’s health and safety policies and procedures. 2. Parents/guardians may review their child’s records on request at any time during the year. 3. Non-confidential reports on injury trends, inspections reports, compliance to standards and regulations and other similar information shall be made available to parents/guardians on request. 	
Additional Information	

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1303 Subpart C - Protection for the Privacy of Child Records	45 C.F.R. 98.41(a)(1)(vii)
II. C. Health Records Policy	
Policy	
<p>It is the policy of the POI Head Start & Child Care Center that only those records required by the Performance Standards, the Tribe, or State shall be maintained in order to meet the health, mental and social needs of the children in our care. These health records shall be developed in conjunction with the parents/guardians and health care professionals and shall be maintained on site in a confidential manner.</p>	
Procedures	
<p>In order to enhance and protect the health and safety of the children, their families, and the staff, and to maintain health information in a professional and confidential manner, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Required Records: Certain health information about each child is required by the Head Start Performance Standards, State childcare regulations, and/or Tribal childcare regulations. We ask for the following information in our enrollment packets: <ol style="list-style-type: none"> a. Medical Records: <ol style="list-style-type: none"> 1) Child Health Record/Well Child Check Up 2) Health Information Form, if needed. 3) Immunization Certificate/Record 4) Dental Health Examination 5) Schedule of well child care and treatment plan for Physical Examination/Assessment 6) Parent permission for health screening and developmental testing, or the parent’s written refusal for their child’s receiving health screening and developmental testing. 7) A member of ERSEA Team shall review the forms with the parent/guardian at the time of enrollment and explain what the health information is for and how it shall be maintained in a confidential manner. 	

2. Confidentiality of Records:

- a. Under all circumstances, confidentiality about the child’s medical condition and the family’s status shall be preserved unless such information is released at the written request of the parent/guardian. Tribal or State laws and regulations apply to the release of confidential information in cases where abuse or neglect is a concern.
- b. When custody has been awarded to only one parent, access to records shall be limited to the custodial parent only.
- c. Each child’s records shall be copied for the child’s parent/guardian on request.
- d. The Head Start & Child Care staff shall not disclose or discuss personal information regarding children and their families with any unauthorized person.
- e. The Executive Director shall consult with the content area staff and decide who among the staff may have access to confidential information and may have confidential information discussed with them. Confidential information shall only be seen and discussed with staff that need the information in order to provide services.
- f. During enrollment of a child, the staff shall ask the parent/guardian to identify the child’s health care providers and to provide written consent to enable the staff to establish communication with those providers, if necessary.
- g. Each person gaining access to confidential records must complete the Records Log Form attached to the cover of each section of the child’s file.
- h. Written releases must be obtained from the child’s parent/guardian prior to forwarding information or the child’s health records to other service providers using Authorization for Release of Information unless release of the information to authorized health agencies is required by State, Tribal or Federal laws.
- i. Staff health records are confidential and are maintained at the POI Human Resource Office. Permission from the staff member for review or release of staff health information must be obtained prior to forwarding information to other service providers using Authorization for Release of Information, unless release of the information to authorized health agencies is required by State, Tribal or Federal laws.

Additional Information

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.42 Child health status and care & 1302.93 Staff health and wellness	45 C.F.R. 98.41(a)1(i)
II. D. Immunization Policy	
Policy	
<p>To protect all children in our care and our staff, the POI Head Start & Child Care Center follows the immunization schedule for children and staff required by the State as recommended by the American Board of Pediatrics. The POI Head Start and Health Advisory Committee (HSAC) shall not require less than the immunizations and schedule recommended by the Centers for Disease Control and Prevention (CDC), HSAC, and American Indian Program Branch (AIPC) on Immunizations.</p>	
Procedures	
<p>In order to comply with State and Tribal laws and to ensure the health of the children, staff, and community, the following actions shall be taken:</p> <p>A. Child Immunization:</p> <ol style="list-style-type: none"> 1. Certificate of Immunization: <ol style="list-style-type: none"> a) Parent/guardians are requested to provide at the time of enrollment a Certificate of Immunization signed and issued by a health care professional that indicates the current immunization status of the child. b) We keep on file a copy of the Certificate of Immunization status provided by the parent/guardian during enrollment. 2. Within 90 days, the program shall either obtain the immunization records, have received parent denial for services, or have a documented plan for obtaining services. 3. A child shall be accepted into care without immunizations when the parent/guardian provides a signed statement stating: <ol style="list-style-type: none"> a) They oppose their child being immunized due to religious, philosophical or personal grounds. b) Immunizations are medically unsafe or unnecessary for their child. In this instance, the child’s health care provider must describe the medical reason why it is not safe and sign a statement advising against Immunization. 4. The current immunization schedule for the State of New Mexico shall be followed. 	

B. Staff Immunization:

1. All Staff working in direct contact with children shall follow the adult vaccine schedule as recommended by the CDC.
 - a) Vaccines recommended for staff in direct contact with children are to include an annual Influenza (Flu) vaccine as recommended by the CDC and IHS.
 - b) If a direct-contact member of the staff opposes being immunized, due to religious beliefs or because it is medically unsafe, the staff member is encouraged to bring in a written statement which shall be kept in their file in a confidential manner.

Additional Information

Refer to Mandatory COVID-19 Vaccination & Masks Policy – Appendix A

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.41 Collaboration and communication with parents & 1302.46 Family support services for health, nutrition, and mental health	45 C.F.R. 98.41(a)(1)(xii)(D)
II. E. Health Screening Policy	
Policy	
The POI Head Start & Child Care Center, in collaboration with the parent/guardian and health care professionals shall determine and promote the medical, dental, and mental health needs of the children and staff and shall assist families in developing links with ongoing sources of continuing and accessible health care.	
Procedures	
In order to identify health problems and improve the provision of health care for the children and the staff, the following actions shall be taken:	
<p>A. Determining Health Status: In collaboration with parent/guardian, during the enrollment process, and within the first 45 calendar days of entry, the Health Coordinator/Nutritionist Coordinator shall:</p> <ol style="list-style-type: none"> 1. Inform the parent/guardian of what the health status information is for, how it shall be maintained, and why some information shall be shared with the POI Head Start & Child Care staff to provide adequate service. 2. Determine if the child has an ongoing source of continuous, accessible health care. 3. Ask the parent/guardian if the child has any health or safety needs that the Head Start & Child Care Program may need to address. 4. Ensure there is a Physical Examination/Assessment completed and signed by a health care professional. 5. Ensure there is a Dental Examination/Assessment completed and signed by an oral health professional. 6. Either obtain or perform evidence-based vision and hearing screenings for every enrolled child as required by the Head Start Performance Standards 1302.42 Part B(2) within 45 calendar days after the child first attends the program, or for home-based, receives a home visit. 7. Obtain the health care professional(s) determination if the child is up-to-date on the schedule of age appropriate prevention and primary health care, which includes medical, dental, and mental health. The schedule is established by the Early and Periodic Screen and Diagnosis and Treatment (EPSDT) Program of the Medicaid agency of New Mexico State. 	

8. Schedule of Well-Child Care and Health Plan:

- a) The Health Coordinator/Nutritionist Coordinator shall develop a Health Plan in collaboration with the parent/guardian and health care provider based on the child's age appropriate schedule of well child care. The Health Plan shall document what immunizations or examinations should be carried out to become up-to-date or to stay current with the schedule.
 - b) For children who are not up-to-date on their age appropriate schedule of well child care, the Health Coordinator/Nutritionist Coordinator shall provide to the parent/guardian a schedule of health care needs. The Health Coordinator/Nutritionist Coordinator shall collaborate with the parent/guardian and health care providers for the children to ensure the needed immunizations and examinations are received.
 - c) For children who are up-to-date with their age appropriate schedule of well child care, the Health Coordinator/Nutritionist Coordinator shall provide to the parent/guardian the schedule for continuing with the well child care.
 - d) The Health Coordinator/Nutritionist Coordinator shall meet with the parent/guardian regularly to determine if examinations or treatments have taken place, and shall update the child's records accordingly.
9. Health screenings shall be conducted for a child only with signed consent by the parent/guardian.
10. If a parent/guardian refuses to give authorization for health screenings, the parent/guardian must provide their refusal in writing using the Consent for Screening Form.
11. The Health Coordinator/Nutritionist Coordinator shall provide the parent/guardian with fact sheets on all health screenings and related health activities that shall occur. The fact sheets shall explain what health screening shall be done, what they are intended to determine, and how the results shall be used.
12. The results of all health screenings shall be provided to the parent/guardian for each of their children. The results shall include a summary of the health care provider's interpretation of the screening results and any recommendations for further testing. The Health Coordinator/Nutritionist Coordinator shall offer to schedule a meeting with the parent/guardian to discuss the screening results.

B. Screening for Developmental, Sensory and Behavioral Health

- 1. Linguistically and age appropriate screening shall be conducted for each child within 45 days of entry with parental permission. The screening devices used at this Center include:
 - a) Heights and weights of the child.
 - b) Ages and Stages Questionnaire: Social Emotional (ASQ:SE)

c) Ages and Stages Questionnaire 3 (ASQ 3)

2. The results of developmental, sensory and behavioral screenings shall be reviewed by a Mental Health Consultant or the Disabilities Coordinator.
3. The results of all developmental and behavioral screenings shall be provided to the parent/guardian for each of their children. The results shall include a summary of the interpretation of the screening results by the Mental Health Consultant/Disabilities Coordinator and any further testing that may be indicated. The Disabilities Coordinator or Mental Health Consultant shall offer to schedule a meeting with the parent/guardian to discuss the screening results.
4. If the parent/guardian, Mental Health Consultant, Disabilities Coordinator, staff or other health care provider believes additional testing may be required for a child based on the screening results, the Disabilities Coordinator or Mental Health Consultant shall assist the parent/guardian in arranging for the additional testing.
5. The Disabilities Coordinator or Mental Health Consultant shall provide to the parent/guardian fact sheets on all developmental and behavioral screening activities that shall occur at the center. The fact sheets shall explain what developmental and behavioral screen shall be done, what the screening is intended to determine, and how the screening results shall be used.

C. Staff Health Screenings: All staff shall have an initial health exam prior to employment and annually thereafter.

Additional Information

Refer to the Health Screening Binders for Health Screening Procedures and Information. Health Screening Binders available: Hearing Screenings, Vision Screenings, Lead and Iron Screenings, Dental Fluorides, & Growth Assessments.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47: Safety Practices	45 C.F.R. 98.41(a)1(iii)
II. F. Medication Handling, Storage and Administration Policy	
Policy	
The POI Head Start Center designated staff shall properly store and administer medication, following the written authorization of the child’s physician to safeguard the health of the children, staff and families.	
Procedures	
In order to ensure the safe handling, storage, and administration of medicines to the children, the following actions shall be taken:	
<p>A. The Head Start & Child Care staff and the parent/guardian must complete the Medication Administration Consent Form, which specifies the conditions for the administration of prescription and non-prescription medication and the parent/guardian consent for administration of medications to their child. A child’s medication shall be sent home when it is no longer needed.</p> <p>B. A trained member of the content area staff shall take the medication from the parent/guardian and:</p> <ol style="list-style-type: none"> 1. Ensure there is a Health Plan/Medication Administration Form signed by the parent/guardian for the child that the medication to be administered is in compliance with the child’s health plan. 2. Ensure there is a prescription by a health care provider. 3. Complete the Medication Administration Consent Form to determine if all the information required on the label is provided on medication brought to the center by the parent/guardian. 4. Isleta Head Start staff will use the Six Rights before dispensing medication to a child at all times. <ol style="list-style-type: none"> 1) Right Child – Is the medication for this child. 2) Right Medication – Is this the medication the provider ordered. 3) Right Dose – The dose that is to be given. 4) Right Time – What time of day should the medication be taken. 5) Right Route – Should the medication be given by mouth, topical, etc. 6) Right Documentation – Document in the appropriate Medication log for the child that is receiving the medication. 7) The Six R’s should be triple checked each and every time medication is administered. 	

- a) First, when taking medication out of the storage area; Second, prior to administering the medication to the child; and third, when returning medication to the storage area.
- C. The Health Coordinator/Nutritionist Coordinator shall arrange for the training of staff members on the administration, handling, and storage of medications.
 - D. In the absence of the Health Coordinator/Nutritionist Coordinator, any trained staff member shall administer the needed medication.
 - E. All administered medication shall be witnessed by a second staff member.
 - F. Any medications given will be recorded by the person who administered the medication on the Medication Log Sheet Form. These forms shall be maintained along with the medication in the Medication Cabinets. When the child completes the medication, the Health Coordinator/Nutritionist coordinator shall file the Administration Medication Plan and Medication Log Sheet to the child's file.
 - G. The Health Coordinator/Nutritionist Coordinator shall review with the staff any potential reactions that a child may have to a medication. The staff shall observe the child for any adverse reactions to the medication and record any observed adverse reactions on the Medication Administration Form. Adverse reactions could include:
 1. Signs of being tired, or sleepy
 2. Moodiness
 3. Aggressiveness
 4. Physical reactions such as rashes, swelling, or breathing difficulty
 - H. Prescription Medications:**
 1. All medications must be in their original containers affixed with the original prescription label.
 2. No medications will be stored past their dosing date and/or expiration date. All medications shall be returned to the child's parent/guardian. No disposal of medications shall be done at the Center.
 3. The parent/guardian must provide information on any adverse reactions that may be associated with use of the prescription medication as provided by the health care provider or the pharmacy. The parent/guardian should be encouraged to give the first dose of the medication at home and observe the child for any adverse reactions.

I. Over-the-Counter Medications:

1. Over-the-Counter medications include but are not limited to the following:
 - 1) Diaper Cream
 - 2) Sunscreen
 - 3) Petroleum Jelly/Vaseline
 - 4) Hand/Body Lotion
 - 5) Bug Repellant
 - 6) Chapstick
2. Any and all over-the-counter medication must be approved by the Health Coordinator in accordance with the child's health plan.
3. Any and all over-the-counter medication must be kept under lock and key at all times and only accessible to the staff applying the medication.

J. In House Supply of Hand Sanitizers and Hand/Body Lotions

1. Hand Sanitizers for Head Start Children Only (Ages 3-5)

- 1) The POI Head Start Center will supply all children and staff with Environmental Protection Agency (EPA) approved hand sanitizers for the use of hand hygiene practices when soap and water is unavailable.
- 2) Parents/Guardians are to sign the "Application of the POI Head Start In-House Supply of Hand Sanitizers and Hand/Body Lotions Consent Form" allowing for the POI Head Start Center to apply EPA approved hand sanitizers on child's hands under direct supervision when soap and water is unavailable.

2. Hand/Body Lotions

- 1) The POI Head Start Center will supply all children and staff with gentle non-scented hand/body lotions to use for the prevention of dry chapped hands caused by frequent hand washing practices.
- 2) Parents/Guardians are to sign the "Application of the POI Head Start In-House Supply of Hand Sanitizers and Hand/Body Lotions Consent Form" if they wish for their child to have access to the product.
3. If a child is in need of another or a different product due to a medical condition, a doctor's note is required to complete an individualized Health Plan.
4. Any and all In-House hand sanitizers and hand/body lotions must be kept under lock and key at all times and be accessible to only the staff applying the products.

K. Storage of medication:

1. We store medications so they are inaccessible to children at all times. Medications are kept under lock and key and at the proper temperature when at the center or if medications must be taken on field trips. The following storage procedures are used:
 - 1) At all times, all medications are stored and kept in a locked medication cabinet that is inaccessible to children.

- a) The main medication cabinet is located in the Sick Bay.
- b) All Classrooms have their own medication cabinets.
- 2) Storage of medication will vary according to specific medication instructions (e.g. Refrigerated, Non-refrigerated, direct sunlight).
 - a) Each child with a Health Plan will have their own zip lock bag that is labeled with their Name, Date of Birth, and Classroom Number.
 - b) Each medication bag will include a Medication Administration Log.
- 3) Refrigerator temperature shall be logged according to the following timelines:
 - a) On a weekly basis if no medication is stored within the refrigerator.
 - b) On a daily basis if medication is stored within the refrigerator.
- 4) Medications shall not be used after the printed expiration date.
- 5) Medications that must be transported for field trips or other activities shall be transported in a medication backpack at the proper temperature using an ice chest, if necessary.

L. Transferring of Medication within the Programs

1. Medication can only be transported on the bus once the child has established a Health Plan with the Health Coordinator/Nutritionist Coordinator. Once a Health Plan has been established, the Health Coordinator/Nutritionist Coordinator will arrange a meeting with the appropriate staff members. At this time the parent/guardian may be present to give any specific instructions or concerns about administering the child's medication.
2. The Bus Driver/Bus Monitor will sign out the medication from the Sick Bay for the morning route and will sign it to the child's teacher once they return to the center. The child's teacher will return the medication back to the Bus Driver/Bus Monitor for the afternoon route. Once the Bus driver/Bus Monitor returns back to the center after the afternoon route, he/she will return it back to the Sick Bay where it is placed under lock and key.
3. Some medication may require a trained Emergency Responder to administer;
4. First, Emergency Medical Services will be called out to the location of the bus to administer.
5. Second, the parent/guardian will be notified.
6. The child may need to be removed from the bus and transported to the child's hospital.

7. AM Child Care Wrap Around

- 1) The AM Child Care Providers will sign out the medication from the Sick Bay for the morning and will assign it to the child's classroom teacher once their program has started.

8. PM Child Care Wrap Around

- 1) The Child's classroom teacher will return the medication back to the Child Care Providers for the afternoon.
 - 2) At the end of the day, Child Care Providers are responsible for returning the medication back into the Sick Bay.
 - 3) If the child is not attending afternoon child care, the Classroom Teachers are responsible for returning the medication back into the Sick Bay.
9. Isleta Head Start shall maintain any specialized training which pertains to each child's Health Plan, if necessary.

Additional Information

Revision 3/3/2021 – ADDED: Section J. In House Supply of Hand Sanitizers and Hand/Body Lotions.

7/8/2022 – ADDED: AM & PM Wrap Around Procedures for transferring medication.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.40 Subpart D - Health Program Services	45 C.F.R. 98.41(a)1(iv)
II. G. Health Plans	
Policy	
The POI Head Start & Child Care Center shall establish a written health plan for any child/staff that has a diagnosed medical condition that requires monitoring and/or medication.	
Procedures	
In order to ensure the well-being and safety precautions for any child/staff that has a special health condition or who are taking medications, whether short term or long term.	
<p>Health Plan: A written plan of action developed for children with emergency health conditions, which include but are not limited to respiratory related health conditions, food and allergy reactions, that require an action or a response of school personnel to protect and preserve the health and safety of that child during the program day.</p> <p>Emergency Health Condition: Any overall health issue that would require emergency responses to protect the health and safety of the child.</p> <p>A. Identification of children with emergency health conditions:</p> <ol style="list-style-type: none"> 1. At time of enrollment identify children with health conditions/diet restrictions. <ol style="list-style-type: none"> a) If a condition is identified during enrollment/application process, the health plan must be complete before the child can begin the school year. 2. If the child develops a health condition/diet restrictions during the program year. <ol style="list-style-type: none"> a) If a health condition/diet restriction is identified during the school program, the Health Coordinator and Nutritionist Coordinator will coordinate with families to obtain the health plan documentation. The level of coordination will be dependent on the severity of the child’s case. <p>B. Health Information/Diet Restriction Forms are to be completed:</p> <ol style="list-style-type: none"> 1. At the time of identifying the health conditions/diet restriction, Isleta Head Start staff will provide the parent/guardian with the appropriate forms to be filled out by the parent/guardian and the child’s physician. 2. Once the forms are submitted to the Program, the Health Coordinator/Nutritionist Coordinator will arrange a meeting with the appropriate staff members, where possible emergencies, symptoms, and triggers are reviewed and discussed. 3. Copies of the Health Plan will be distributed to the appropriate staff members. 	

Additional Information

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.42.c(2): Ongoing Care	45 C.F.R. 98.41(a)(1)(i)
II. H. Daily Health Assessment Policy	
Policy	
The POI Head Start & Child Care Center shall conduct daily health assessments of children in a manner that is comfortable to the children to determine the health of the child and any recent illness in the child or injuries to the child.	
Procedures	
In order to identify conditions that may require medical attention and to protect the health of the children, staff and families, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The POI Head Start & Child Care Center staff shall receive annual training on conducting a child health assessment. 2. The teachers conduct a health observation on a daily basis for each child. If a concern arises, then the concern is documented on the Child Health Checklist 3. A mark of C indicates a concern and is noted on the Child Health Checklist. A follow-up is conducted by appropriate staff, if necessary. The staff shall observe the children throughout the day for any of the following that may indicate a health concern: <ol style="list-style-type: none"> a. Changes in behavior or appearance from those observed during the previous day(s) attendance. b. Skin rashes, itchy skin, or itchy scalp. c. Increase in body temperature, determined by taking the child's temperature, if there is a change in the child's behavior or appearance. d. Complaints of pain or if not feeling well. 4. If any of the above conditions are noted, the staff shall inform the Teacher, Health Coordinator/Nutritionist Coordinator, or other content area staff. That staff member shall talk with the child and discuss the observations with the parents/guardians. 5. Accident/Illness forms shall be reviewed weekly by the Health Coordinator/Nutritionist Coordinator to identify any illness or injury trends within the program(s). 	
Additional Information	

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47 - Safety Practices	45 C.F.R.98.41(a)(1)(i)
II. I. Accident/Illness Report Policy	
Policy	
The POI Head Start & Child Care Center shall maintain an incident log of illness and injuries to promote the health and safety of the children and staff, to identify disease outbreaks and to determine injury trends, and implement effective interventions.	
Procedures	
The Accident/Illness Report will need to be filled out every time a child has had an accident or illness. The form needs to be filled out by the staff member who has witnessed the accident once the child has been tended to and is no longer needing immediate care. (At no time should a consultant, therapist, or visitor fill out this form. They can only give details if they are a witness to the Accident/Illness).	
A. Severe Accident:	
If the child needs immediate attention call the front desk and let them know your specific location. The front desk will contact the Health Coordinator/Nutritionist Coordinator. If the Health Coordinator/Nutritionist Coordinator is not available, then the next available Coordinator will be contacted. If the accident is very serious you are to contact “8-911” then notify the Health/Nutritionist Coordinator or front desk staff. A Content Area Coordinator will call a parent to notify them of the accident.	
All information on the Accident/Illness Report needs to be completed before it can be signed. It is very important that you list detailed information about the accident in the space provided “What Happened”.	
B. Minor Accident:	
For minor accidents use appropriate care and follow proper first aid procedures. All information on the Accident/Illness Report needs to be completed before it can be signed. It is very important that you list detailed information about the accident in the space provided “What Happened”. The teacher will then contact the parent to let them know about their child’s accident. Phone calls may be made during quiet time.	
Once the form has been completely filled out, obtain a signature by calling the front desk. The front desk will notify the appropriate staff. The front desk will contact the supervisor or the available Content Area Coordinator.	

C. Severe Illness:

If the child needs immediate attention, call the front desk and let them know your specific location. The front desk will contact the Health Coordinator/Nutritionist Coordinator. If the Health Coordinator/Nutritionist Coordinator is not available, then the front desk will contact the next available Content Area Coordinator. If the Illness is very serious, you are to contact “911” then notify the Health Coordinator/Nutritionist Coordinator or front desk staff. A Content Area Coordinator will call a parent/guardian to notify them of the illness.

D. Minor Illness:

For minor illness use appropriate care and follow proper first aid procedures. Thermometers are available in each classroom for the teachers’ use. If the child has symptoms of a contagious illness or a temperature of 100.4 or higher, the Accident/Illness Report will be filled out. Teachers will then call the front desk and let them know their specific location. The front desk will contact the Health Coordinator/Nutritionist Coordinator. If the Health Coordinator/Nutritionist Coordinator is not available, then the front desk will contact the next available Content Area Coordinator.

The staff shall place the child in a quiet isolated location and attend to their needs to the extent that this attention does not compromise the care of other children. The isolation area/room for the Center is the Sick Bay. If this is not possible, due to limited coverage, or the Sick Bay is in use, a quiet area will be designated in the classroom setting until the child is picked up.

Additional Information

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
	45 C.F.R.98.41(a)(1)(i)
II. J. 1. Children Exclusion/Readmission Policy	
Policy	
The POI Head Start & Child Care Center shall not deny admission to or send home any child because of illness unless the child is unable to actively participate in program activities, they expose other children and staff to severe or communicable illness, or they are at risk for being exposed to other illnesses when their resistance is low. Upon the return of a child who has been diagnosed with a communicable illness a doctor's note is required.	
Procedures	
In order to ensure that children and staff are not unnecessarily excluded from Head Start & Child Care activities to protect the health of children and staff, the following actions shall be taken:	
A. Children Exclusion and Re-Admission	
<ol style="list-style-type: none"> 1. The POI Head Start & Child Care Center shall not deny admission nor exclude any enrolled child from program participation for a long-term period solely on the basis of his/her health care needs or medication requirements unless keeping a child in the program poses a significant risk to the health or safety of the child or other children, staff or visitors, and the risk cannot be eliminated or reduced to acceptable levels through reasonable modifications in procedures, policies, or staffing. Long term exclusion of a child can only be approved by the Executive Director after consultation with the child's parent/guardian, health care provider, and the Health Coordinator/Nutritionist Coordinator. 2. The following are conditions of short term exclusion from and for re-admission to the POI Head Start & Child Care Center: <ol style="list-style-type: none"> a) Fever of 100.4°F or higher who exhibit behavioral changes, especially if accompanied by any of the following: <ol style="list-style-type: none"> 1) Diarrhea 2) Ear ache 3) Sore throat 4) Rash 5) Shows signs of irritability, sickness or confusion b) Temperature must be under 99.0F for 24 hours without the use of fever reducing medications before returning to the program in addition to the verification of a normal temperature upon arrival by an available coordinator. Refer to Red Flag Policy. 	

- c) Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing, until medical evaluation allows inclusion.
- d) Vomiting; on two (2) or more occasions within a 24 hour period, until the vomiting resolves, or a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
- e) Diarrhea; defined by more watery and frequent loose stools or decreased form of stool, than is typical for that person, that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper, and toilet trained children if diarrhea is causing “accidents” or affecting the child’s ability to participate in daily routines. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds 2 or more stools within 1 hour or what is above normal for that child. Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if the stool remains loose) and when toilet trained children do not have toileting accidents.
- f) Mouth sores with drooling; unless a health care provider or health official determines the condition is noninfectious.
- g) Rash with fever or behavior change; until a health care provider determines that these symptoms do not indicate a communicable illness.
- h) Eye discharge or pinkeye; Children can be readmitted after:
 - 1) Medical clearance to rule out bacterial infection or,
 - 2) 24 hours after onset of antibiotic treatment
- i) Tuberculosis; until a health care provider or health official states that the child can attend.
- j) Impetigo; until 24 hours after treatment has been initiated.
- k) Strep throat or other streptococcal infection; until 24 hours after initial antibiotic treatment and the cessation of fever.
- l) Chicken pox; until six (6) days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider.
- m) Pertussis (Whooping Cough); until five (5) days of appropriate antibiotic treatment.
- n) Mumps; until nine (9) days after onset of parotid gland swelling.
- o) Hepatitis-A Virus; until one (1) week after onset of illness or as directed by the health department.
- p) Measles; until four (4) days after onset of rash.
- q) Rubella; until six (6) days after onset of rash.
- r) Shingles (herpes zoster); exclusion only on recommendation of child’s health care provider. Sores shall be covered by clothing or a dressing until the sores have crusted.

- s) Children with open oozing sores, which cannot be covered, shall not be allowed to be at the Center until:
 - 1) 24 hours after starting antibiotic treatment, or
 - 2) Sores can be properly covered (e.g. bandage/clothing, staff-gloves), or
 - 3) Unless a health care provider has determined that the child is non-infectious and documentation is provided, or
 - 4) Sores have healed
 - t) Lice; until 48 hours after the 1st treatment and there are no visible live louse or nits. POI Head Start has a No Nit Policy. Upon return, child will need to be rechecked by the Health Coordinator/Nutritionist Coordinator or any other POI Head Start or Child Care Staff to ensure that all nits have been removed. Children who return with nits in their hair will be excluded again until their hair is nit free. A referral will be generated to the Community Health Nurse if there is a continued reoccurrence (at least three (3) times whether consecutively or within the current program year).
 - u) Scabies or other infestations; until after treatment has been completed.
 - v) Respiratory Syncytial Virus (RSV); until 24 hours after the cessation of fever and child returns to typical functioning.
 - w) Hand-Foot-and-Mouth Disease (HFMD); until 24 hours after the cessation of fever and blisters have crusted. Clearance from a health care provider stating the child is noninfectious is required.
3. If a child must be sent home because of an illness, the staff shall place the child in a quiet isolated location and attend to their needs to the extent that this attention does not compromise the care of other children. The isolation area/room for the Center is the Sick Bay. If this is not possible, due to limited coverage, or the Sick Bay is in use, a quiet area will be designated in the classroom setting until the child can be picked up.
 4. A child with uncontrolled diarrhea or vomiting shall be provided separate care in the isolation area, apart from other children until the child's parent arrives to remove the child from the Center.
 5. If the Health Coordinator/Nutritionist Coordinator has a concern about a child's ability to safely return to the Center, we reserve the right to request a note from the child's health care provider, especially if a child has been absent for three consecutive days due to illness.
 6. When a child is excluded from attending POI Head Start or Child Care, the staff shall note this in the Accident/Illness Report, (Refer to the Accident/Illness Policy).
 7. Children may be refused transportation services if they show any signs and symptoms or if there is a major change in their behavior/demeanor. Parents can bring their child to the center for further evaluation by the Health Coordinator or designee to determine if the child is well enough to attend school.

B. Non-Exclusion Conditions:

Certain conditions do not constitute a reason for denying admission to, or sending a child home from child care, unless the child is determined by a health care professional to contribute to transmission of the illness at the facility. Exclusion of children for any of the following conditions shall be decided by the Executive Director, Health Coordinator, and Nutritionist Coordinator with consultation of the child’s parent/guardian and the child’s health care provider;

- a) Presence of germs in urine or feces in the absence of illness. (e.g. E. Coli)
- b) Human cytomegaloviruses (CMV)
- c) Hepatitis-B virus carrier state and have no behavioral or medical risk factors.
- d) HIV infection and have no behavioral or medical risk factors.

Additional Information

Refer to most recent Corona Virus Disease (COVID-19) Amendment Policy for Readmission and Exclusion Policies.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.93 Staff Health and Wellness	45 C.F.R.98.41(a)(1)(i)
II. J. 2. Staff Exclusion/Readmission Policy	
Policy	
<p>The POI Head Start & Child Care Center shall not deny admission to or send home any staff because of illness unless staff is unable to actively participate in program activities, they expose children and staff to severe or communicable illness, or they are at risk for being exposed to other illnesses when their resistance is low. Upon return of a staff that has been diagnosed with a communicable illness a doctor’s note is required</p>	
Procedures	
<p>In order to ensure that staff are not unnecessarily excluded from Head Start & Child Care activities to protect the health of children and staff, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Staff members shall be excluded for the following reasons: <ol style="list-style-type: none"> a. Chicken Pox; until six (6) days after the onset of the rash or until all sores have dried and crusted over. b. Shingles (herpes zoster); exclusion only on the recommendation of primary health care provider. Sores shall be covered by clothing or a dressing until the sores have crusted. c. Rash with fever or joint pain; until diagnosed not to be measles or rubella. d. Measles; until four (4) days after rash onset and after being released from a medical professional. e. Rubella; until six (6) days after onset of rash. f. Vomiting; two (2) or more occasions within a 24 hour period, until the vomiting resolved or is determined to be due to a non-communicable condition. g. Diarrhea illness; two (2) or more episodes of diarrhea within one (1) hour, until diarrhea resolves. h. Eye discharge or pinkeye; Staff can be readmitted after: <ol style="list-style-type: none"> i. Medical diagnosis to rule out bacterial infection or, ii. 24 hours after onset of antibiotic treatment i. Hepatitis-A Virus; until one (1) week after onset of illness or as directed by the health department. j. Tuberculosis; until a health care provider or health official states that the staff can attend. k. Impetigo; until 24 hours after treatment has been initiated. 	

- l. Strep Throat or other streptococcal infection; until 24 hours after initial antibiotic treatment and the cessation of fever.
- m. Pertussis (Whooping Cough); until five (5) days of appropriate antibiotic treatment
- n. Mumps; until nine (9) days after onset of parotid gland swelling.

2. **Non-Exclusion Conditions:** Certain conditions do not constitute a reason for denying admission to, or sending a staff home, unless the staff is determined by a health care professional to contribute to transmission of the illness at the facility. Exclusion of staff for any of the following conditions shall be decided by the Executive Director and Health Coordinator.

- a. Presence of germs in urine or feces in the absence of illness. (e.g. E. Coli)
- b. Human cytomegaloviruses (CMV)
- c. Hepatitis-B virus carrier state and have no behavioral or medical risk factors.
- d. HIV infection and have no behavioral or medical risk factors.

3. Training on Infectious Disease Prevention and Control

- a. All staff and volunteers shall be trained annually on Infectious Disease Prevention and Control.

Additional Information

Refer to most recent Corona Virus Disease (COVID-19) Amendment Policy for Staff Exclusion and Readmission Policy.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
	45 C.F.R.98.41(a)(1)(i)
II. K. Red Flags	
Policy	
The POI Head Start & Child Care is to ensure that staff is informed of the short term exclusion for readmission to the center under the Health & Safety Section in the most current Staff and Parent Handbooks. This short term exclusion is to include, but not limited to, ERSEA policies and any missing health documents.	
Procedures	
<p>A. COMMUNICATION</p> <p>Communicate with parents/guardians immediately to ensure they are aware of why their child is red flagged and what is necessary for child to return to school. Refer to our Health Policies – Exclusion Policies if necessary.</p> <p>B. RED FLAG BINDER</p> <ol style="list-style-type: none"> 1. Log in Red Flag information into the RED FLAG BINDER. This Binder stays with the Health Coordinator unless temporarily designated elsewhere. This binder is to be updated frequently. 2. This binder includes the running log of all Red Flags. It is to be updated when Red Flags are created and when Red Flags are cleared. <p>C. NOTIFYING STAFF</p> <ol style="list-style-type: none"> 1. EMAILS TO ADMIN STAFF <ul style="list-style-type: none"> • Send an email update to: Coordinators & Support Staff: Andrea, Elthia, Jerri, Michelle, Sabrina, Jeffery, Anita, Heather, Melanie, Aikiko, Amberrose, & Laura • Email is to include the names of children who are Red Flagged. <p><i>(Details of Red Flag does not have to be included in this email. This is simply a running log for all admin to be aware of WHO is red flagged)</i></p>	

2. EMAIL TO TEACHERS, CC PROVIDERS, HOMEVISITORS, & SUPERVISORS

- Send a brief email update to Teachers, CC Providers, Home Visitors, Bus Drivers, Supervisors, and other necessary staff.
- Email update should include *WHO* is Red Flagged, *WHY* they are red flagged, *WHEN* they are expected to return, and any other important information.
- Use this email thread to provide staff with necessary updates until child is cleared from their red flag.
- Email updates should be updated frequently or as soon as updates are received by Parent/Guardians.

D. CLEARING RED FLAGS

1. GREEN SLIPS

- All CLEARED children will receive a **Green Slip** from the front desk that they must take to their classroom. This green slip instantly notifies the teachers that the child is cleared from their red flag.
- The Green Slip has “CLEARED FROM RED FLAG” written on it, as well as information such as Date, Child’s Name, Classroom, and signature of individual clearing child from their Red Flag.
- In addition to the Green Slip, an email update will be sent to the Admin Staff and to the Teachers/CC Providers/ HVs/Supervisors to notify them that child was cleared from their Red Flag.

2. WHAT TO DO WITH CLOSED RED FLAG CASES

- When a child is cleared from their Red Flag, their Red Flag case is considered closed.
- Print a copy of child’s Red Flag email thread that was sent to the Teachers/CC Providers/Home Visitors/Supervisors.
- If a doctor’s note or other supporting documents were submitted to clear child from their red flag, those documents will be attached to the printed email thread.
- File away closed Red Flags into child’s file. Section 7.

Additional Information

REFER TO RED FLAG PROCEDURES for more detailed information. Includes example emails, most common red flags and how to clear them, and a Q&A section. Can be found in the Red Flag Binder.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.4.i.k Safety Training	45 C.F.R. 98.41(a)(1)(vi) & 45 C.F.R. 98.41(a)(1)(xi) & 45 C.F.R. 98.41(a)(1)(xii)(e)
II. L. Physical, Emotional, Sexual Abuse Policy	
Policy	
<p>The POI Head Start & Child Care Center shall, through training and supervision, ensure that abuse of children is identified, whether inside or outside the Center, and is dealt with in an appropriate manner as required by Federal, State, and Tribal Laws.</p> <p>Head Start Programs are required to comply with their State or Tribal Law with regards to reporting child abuse, even if the State or Tribal Laws are less stringent than the Head Start Performance Standards.</p>	
Procedures	
<p>In order to ensure that children are protected from abuse and neglect, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Any staff member who suspects that a child is being abused shall report these suspicions and the reasons for their suspicions to the Family Services Coordinator or other appropriate supervisor immediately. The Family Services Coordinator shall notify the Isleta Police Department on any suspected child abuse. 2. The Isleta Police Department shall confer with Isleta Social Services as necessary. 3. The POI Head Start & Child Care Center staff shall receive annual in-service training on child abuse. The training shall include: <ol style="list-style-type: none"> a. The four types of child abuse (emotional abuse, neglect, physical abuse, and sexual abuse). b. The signs and symptoms a child may show that indicate possible abuse. c. Reporting requirements. d. Methods for staff members to reduce stress associated with caring for young children. e. Reporting of suicidal thoughts and/or actions. 4. Staff shall not be discharged or otherwise disciplined in any way solely on the basis of reporting suspected child abuse unless it is proven that the report was malicious. 5. The name of the person reporting the suspected child abuse and the records concerning suspected child abuse are confidential and shall be maintained in a confidential manner. 6. The POI Head Start & Child Care Center is not the primary instrument for treatment of abuse or neglect, nor shall the Program Staff undertake treatment on their own. 	

Additional Information	
II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
Subpart D - Health Program Services & Subpart E - Family and Community Engagement Program Services	45 C.F.R.98.44(b)
II. M. Health Education Policy	
Policy	
The POI Head Start & Child Care Center shall promote good physical, mental, oral and social health and safety through demonstration, modeling healthy behavior, educational materials and presentations for the children and their families. The health education program is part of the Head Start & Child Care curriculum.	
Procedures	
In order to provide basic knowledge to the children, families and staff on health and safety issues and improve the health of our community, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Health Education for Children <ol style="list-style-type: none"> a. Health education shall be integrated daily in the program’s activities. Health education for children shall include: monthly nutritious food activities, daily physical exercise and other activities as noted in the curriculum. b. POI Head Start, Early Head Start & Child Care staff shall talk to the children about healthy behaviors while carrying out daily activities. Activities shall be accompanied by words of encouragement and praise for achievement. c. All health education activities shall be geared to the developmental age of the child and shall take into account individual personalities and interests. 2. Health Education for Parents/Guardians <ol style="list-style-type: none"> a. Parents/guardians shall be given opportunities to observe staff modeling of healthy behavior and child development activities, and have the opportunity to ask questions and comment on the effectiveness of these activities with regards to their child. b. The POI Head Start & Child Care Center shall distribute health education information periodically to include: <ol style="list-style-type: none"> 1) Safety (home, vehicular, bicycle, playground, etc.) 2) Oral health promotion and disease prevention 3) Value of wellness care (exercise, nutrition, avoidance of substance abuse, etc.) 4) Child development 	

- 5) Parental health
- 6) Prevention and management of infectious disease (hand washing, diapering, etc.)
- 7) Child behavior (normal and problem behaviors)
- 8) Handling emergencies/first aid
- 9) Child advocacy skills
- 10) Special needs

3. Health Education for Staff

- a. The Health Coordinator/Nutritionist Coordinator shall schedule at least 12 hours of training during the program year for the POI Head Start & Child Care Center staff in the areas of health and safety issues.
- b. The Health Coordinator/Nutritionist Coordinator shall work with new staff to ensure that within the first three (3) months at the Center, the new staff shall receive further orientation on the Health and Safety Plan and be able to demonstrate key elements of the Plan to include:
 - 1) Recognition of symptoms of illness and correct use of the Accident, Injury and Illness Report.
 - 2) Exclusion and re-admission procedures.
 - 3) Cleaning, sanitation, and disinfection procedures.
 - 4) Medication administration procedures.
 - 5) Procedures for notifying parent/guardian of illness and injury events.
 - 6) Procedures for performing and documenting the Child Health Checklist.
 - 7) Blood Bourne Pathogens.
 - 8) Suicidal awareness.

Additional Information

All employees receive annual trainings and certifications on First-Aid and CPR, Child Abuse & Neglect and Mandated Reporting, and Food Handlers Certification.

II. Health Promotion and Protection Plan	
Health Promotion and Protection Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47 Safety Practices	45 C.F.R.98.41(a)(1)(i)
II. N. Infectious Disease Control and Outbreak Policy	
Policy	
The POI Head Start & Child Care Center shall work cooperatively with the parents/guardians, Indian Health Services, and the Health Advisory Committee to control and reduce the spread of communicable and infectious diseases among the children and staff through proper hygiene, housekeeping and infection control practices.	
Procedures	
In order to reduce the spread of communicable diseases in the Head Start & Child Care Center, the following actions shall be taken:	
A. Reportable Disease	
<ol style="list-style-type: none"> 1. Parents/guardians shall be informed of the need to notify the center within 24 hours after their child has developed a known or suspected communicable illness, or if a member of the immediate household has a communicable illness. 2. The following illnesses are reported to the local State Health Department by physicians. The Health Coordinator/Nutritionist Coordinator shall notify the Health Advisory Committee when any child or staff member has contracted any of the following illnesses. A list of these illnesses shall be provided in the Parent Handbook. <ol style="list-style-type: none"> a) Acquired Immune Deficiency Syndrome (AIDS) b) Campylobacteriosis (Campy) c) Diphtheria d) E. Coli e) Giardiasis f) Haemophilus Influenzae Type B g) Hepatitis (HIB) h) Kawasaki Syndrome i) Listeriosis j) Meningitis k) Mumps l) Pertussis (Whooping Cough) m) Poliomyelitis (Polio) n) Reye's Syndrome 	

- o) Rheumatic Fever
 - p) Rubella (German or 3 day measles)
 - q) Rubeola (10 day measles)
 - r) Salmonellosis
 - s) Shigellosis
 - t) Tetanus
 - u) Tuberculosis (TB)
 - v) Typhoid Fever
 - w) Yersiniosis
3. After consultation with the IHS, the Health Coordinator/Nutritionist Coordinator, or other Supervisory Staff members, shall follow the recommendations of the IHS regarding notification from parents/guardians of children who attend the center about exposure of their child to a communicable disease. When notification is recommended, the Health Coordinator/Nutritionist Coordinator shall notify the parents/guardians in writing and shall include the following information:
- a) The disease to which the child was exposed, and whether this is one case or part of an outbreak.
 - b) Signs and symptoms of the disease that the parent should watch for in the child.
 - c) How the disease is spread.
 - d) The incubation period of the disease (when they might see symptoms appear).
 - e) The period of time the disease can be spread.
 - f) Disease prevention measures recommended by the Health Advisory Committee or IHS.
 - g) What control measures have been implemented at the Center.

B. Procedures for Preventing Risk:

1. Employee Exposure Determination: Anyone at the POI Head Start & Child Care Center (including all staff) may conceivably have to administer first aid in an emergency situation. This may include cleaning of blood or blood-containing body fluids and tissue discharges. The incidental natures of these circumstances establish first aid and cleaning as collateral duties of all Head Start & Child Care staff.
2. All staff, volunteers, and children shall wash their hands after exposure to blood or blood-containing body fluids and tissue discharges as specified in the Hand Washing Procedures; (Reference: Section II. N. G) Hand Washing and Hygiene of this plan.
3. Staff and volunteers shall avoid contact with blood or blood-containing body fluids and tissue discharges. Gloves shall be worn if there is potential contact with blood or blood-containing body fluids and tissue discharges.

4. Evaluation of Exposure to Blood borne Pathogens: Incidents of exposure to blood, tissue and body fluids visibly contaminated with blood must be reported to the Health Coordinator/Nutritionist Coordinator or the Executive Director by all staff as soon as the incident occurred. Any staff, volunteers or children exposed to blood or blood contaminated materials shall be referred to Isleta's Human Resource Department or other appropriate person/agency for evaluation and disposition within 24 hours after exposure.

C. Personal Protective Equipment

1. Protective gloves shall be worn if there is contact with blood or blood containing body fluids or tissues.
2. Gloves shall be available in the Center's first aid kits, all the bus first aid kits, and in each classroom.
3. Teachers and volunteers must carry a minimum of one pair of gloves on the playground.
4. Teachers, bus drivers, and volunteers must carry a minimum of one pair of gloves on field trips.
5. Disposable gloves are not to be washed or reused after use.
6. Disposable gloves shall be changed as soon as practical when they become contaminated and as soon as practical when they become torn or punctured.
7. Utility rubber gloves used for cleaning shall be washed and disinfected after use and disposed of when they become cracked, peeling, or their ability to act as a barrier is otherwise compromised.

D. Procedures for Cleaning: Universal Precautions: Staff shall follow universal precautions as presented below:

1. Spills of body fluids including blood, urine, stools (feces), drool (saliva), vomit, and drainage from sores/rashes (pus) shall be cleaned up immediately as follows:
 - a) Food contact surfaces, table tops, kitchen countertops, shall be cleaned and disinfected with a chlorine bleach mixture of 100ppm.
 - b) Toys shall be cleaned and disinfected with chlorine bleach mixture of 200ppm.
 - c) Diaper changing areas, bathroom areas, hand sinks, blood and body fluids shall be cleaned and disinfected using a proper disinfecting solution (Chlorine bleach mixture of 800ppm)
 - d) Gloves shall be used when cleaning blood or blood containing body fluids and drainage from sores/rashes.
 - e) Mops used for cleaning up body fluids shall be cleaned, rinsed in disinfection solution (Chlorine Bleach mixture of 800ppm), and then wrung as dry as possible and hung to dry with the head down. Any brushes, brooms, dustpans,

mops, etc. used to clean up body fluids shall be soaked in the disinfecting solution and rinsed thoroughly. Equipment used for cleaning shall be stored safely out of children's reach.

- f) All disposable cleaning materials used to clean up body fluids shall be put in a plastic bag, secured with a tie and placed in a covered waste container.
- g) Any open cuts or sores on children or staff shall be kept covered. Depending on the type of wound, a covering may be a bandage, clothing, or gloves.
- h) Whenever a child or staff comes in contact with any body fluids, the body area shall be washed immediately with soap and warm water and dried with disposable paper towels.
- i) Children's clothes soiled with body fluids shall be put into a plastic bag and sent home with the child's parents/guardians for laundering. A change of clothes shall be available to the child.
- j) All clothing soiled with body fluids shall be changed.
- k) Hands are always to be washed after handling soiled laundry or equipment.

E. Post Exposure and Hepatitis B Vaccinations:

1. All medical evaluations and procedures, including the Hepatitis-B vaccine and vaccination series and post-exposure follow-up shall be:
 - a) Made available at no cost to the staff, volunteer, or child. All expenses incurred shall be the responsibility of the POI Head Start & Child Care Center after other funding sources such as private insurance, Medicaid, and IHS are exhausted.
 - b) Made available at a reasonable time and place and performed by or under the supervision of a licensed physician.
 - c) Provided according to the latest recommendations of the U.S. Public Health Service.
 - d) Documented by the health agency or by the private physicians according to their protocol.
 - e) All Hepatitis B laboratory tests shall be conducted by an accredited laboratory at no cost to the employee, volunteer, or child.
 - f) Any employee or volunteer who declines the Hepatitis-B vaccination offered shall sign the Hepatitis-B (OSHA or other equivalent form) required waiver form.

F. Training and Communication of Hazards

1. All staff and volunteers shall be trained annually on exposure to blood borne pathogens. This training shall include:
 - a) Explanation of the laws and regulations.
 - b) Information on blood borne diseases and methods of transmission.

- c) Components of the Head Start Exposure Control Plan.
- d) Safety and prevention guidelines.
- e) Exposure reporting.
2. This training shall be provided during working hours, within the first month of employment for initial assignments.
3. This training shall be provided annually for all staff.
4. This training shall be provided if a staff member changes assignment within the Head Start & Child Care Center and their new assignments increase their risk for exposure.

G. Hand Washing and Hygiene (CCDF 45 C.F.R. 98.41(a)1(i)):

Hand washing is the single best way to reduce or stop the spread of bacteria (germs) that cause a child to be ill. A continuous supply of hand washing soap and disposable paper towels (or other approved drying device) shall be provided at each lavatory and hand washing sink. Staff wash their hands and teach or help children to wash their hands.

Staff and children wash their hands:

1. Upon arrival at the Head Start & Child Care Center.
2. Before handling foods, cooking activities, or serving food.
3. Before and after eating meals or snacks.
4. After toileting, or assisting in toileting or diaper changing.
5. After handling or coming in contact with body fluid or items contaminated with body fluids, such as blood, drool, vomit, urine, stools (feces) or discharges from the eyes or nose.
6. After coming in from outside play time.
7. For staff, before and after administering medications.
8. Before and after tending to a child's or staff members' wounds.
9. Before and after participating in water play.

Hand washing by both children and staff shall be done by the following method:

1. Soap, warm water and individual (or disposable) towels are available for staff and children.
2. Turn on water and adjust temperature.
3. Wet hands and apply a liberal amount of soap.
4. Rub hands in wringing motion from wrists to fingertips for a period not less than 20 seconds.
5. Rinse hands thoroughly.
6. Dry hands using an individual towel.
7. Use hand drying towel to turn off water faucets.

H. Personal Use Items

Personal use items include soft, non-washable toys used by infants and toddlers, individual cloth towels, washcloths, combs, hair brushes, toothbrushes, blankets and pillows or other items capable of transmitting communicable diseases and ectoparasites.

1. Combs, hair brushes, toothbrushes, personal clothing, bedding, towels, and baby bottles shall never be shared and shall be labeled with the child's name.
2. Separate storage shall be provided for each child and staff member's personal use items and clothing.
3. Bedding shall be labeled with the child's name and stored separately for each child.
4. Coat hooks shall be spaced so coats shall not touch each other (in lieu of coat hooks, individual cubicles or lockers can be provided for storage of children's personal use items).
5. Toothbrushes shall be stored separately and are disposed of at least every two (2) months. When the child has been ill, absent for two days or more due to illness, when bristles have become frayed and worn.
6. Head Start staff is responsible for dispensing a "pea-size" amount of toothpaste placed at the inside rim of a cup for each child.
7. Soft, non-washable toys in the infant/toddler areas shall be limited to personal use articles that are not shared between children.
8. Children's personal items, such as individual cloth towels, washcloths, combs, and hairbrushes shall be returned home for cleaning and disinfection at least weekly.

I. Laundry

1. Soiled burping cloths and linen shall be stored in a washable receptacle, used for this purpose only.
2. Cribs, mats and bed cots used for infants are provided with firm mattresses and blankets. These items will be disinfected weekly or as needed. Soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys are not allowable.
3. Cribs, cradle boards, or infant equipment shall remain safe from dangers of suffocation.

J. Diaper Changing (CCDF Regulation 45 C.F.R. 98.41(a)1(i))

1. The uses of disposable paper diapers are associated with less fecal contamination. Therefore, it is the policy of the POI Head Start & Child Care Center that reusable cloth diapers are not allowed in the center.
2. The assigned staff shall check their children's diapers for wetness or feces at least hourly or when the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed promptly when found to be wet or soiled.

3. The following diaper changing procedures are posted in the diaper changing area and consist of the following:
 - a) Wash hands (refer to Section II.G (pg.47) of this Plan).
 - b) Gather necessary materials; e.g. clean diaper, wipes, clean clothing if needed.
 - c) Put on disposable gloves.
 - d) Child is gently placed on the approved diaper changing table. Soiled diaper is removed and deposited in a plastic lined and foot-peddled-type covered waste receptacle.
 - e) The child's diaper (peri-anal) area is cleaned from front to back with a clean, damp wipe for each stroke.
 - f) A Health Plan/Medication Administration form will need to be filled out for children who require ointments that are prescribed by a physician or OTC diaper creams and shall be noted in the child's file and in the Sickbay Medication Log.
 - g) Put on clean disposable diapers and clean clothing if the child's clothing is soiled.
 - h) Disinfect diaper changing table using a chlorine bleach mixture of 800ppm.
 - i) Remove and dispose of gloves.
 - j) Child and Teachers wash hands (refer to Section II.G. (pg.47) Handwashing and Hygiene of this Plan).
4. Children shall be diapered only on the approved diaper changing table and on no other surface.
5. Diaper changing tables shall be kept in good repair and shall be cleaned and disinfected after each use. The tables shall be cleaned to remove visible soil, followed by wiping with an approved disinfectant (Chlorine bleach mixture of 800ppm).
6. Soiled diapers shall be stored in containers separate from other waste and labeled with "SOILED DIAPERS." The washable containers are provided with plastic, disposable linings, and are located within arm's reach of each changing table. The soiled diaper containers are kept tightly covered when not in use.
7. Diaper containers shall be cleaned and sanitized at least weekly or whenever there is a buildup of soil or odor. The Head Start Teachers and Child Care Providers shall share the duties for cleaning and disinfecting the soiled diaper containers.
8. Soiled diaper containers shall be emptied at least daily, or as often as necessary to prevent the accumulation of soiled diapers in the container.

Additional Information

II. Health Promotion and Protection Plan

Health Promotion and Protection Plan

Head Start & Early Head Start Performance Standard:

CCDF Federal Register Regulation:

1302.47 Safety Practices

45 C.F.R. 98.41(a)1(i)

II. O. Sanitation and Disinfection Policy

Policy

The POI Head Start & Child Care Center staff shall conduct housekeeping activities to maintain the facility in a clean and sanitary manner to reduce the transmission of infections and communicable illnesses.

Procedures

In order to reduce the spread of illness and disease through adequate and effective cleaning, sanitation and disinfection, the following actions shall be taken:

- 1. Cleaning Chemicals and Equipment:** The POI Head Start & Child Care Center shall use only chemicals that do not pose a significant risk to the children, staff or visitors and shall only use and maintain housekeeping equipment that is necessary for cleaning, sanitizing, and disinfecting our facility.
 - a. The POI Head Start & Child Care Center does not use disinfection agents with Phenol or Quaternary Ammonium compounds. The disinfecting solutions used are mixed according to the table below:

Chlorine Bleach (8.00% Sodium Hypochlorite)

Items to be Sanitized	Amount of chlorine bleach per gallon of water	Approximate concentration of total chlorine (ppm)
Kitchenware & utensils, wiping cloth, Food contact surfaces	1/4 teaspoon	100
Toys & Furniture	Quatz is automatically dispensed	200
Diaper & Bathroom areas, hand sinks, blood & body fluids	2 teaspoons	800
Norovirus	2 ½ -12 ½ teaspoons	1000-5000

*Quatz is a disinfecting solution that is premixed in a wall mounted dispenser in the kitchen. It has its own test strips. AutoChlor maintains/monitors this dispenser. *

- b. Each day, the kitchen staff shall do the following:
 - i. Mix and fill all clean spray bottles to be used with disinfection solution
 - ii. Label each bottle with classroom number and content solution.
 - iii. Empty all spray bottles filled at the end of each day
- c. If other cleaning chemicals are used, such as glass cleaners or floor cleaners, the manufacturer's recommendations for use of these cleaners shall be followed.
- d. The teaching staff shall be assigned to clean and disinfect play equipment and toys. Staff assignments for the inspection of the play equipment and toys shall be established on the day-to-day Classroom Cleaning Checklist Form. The Health Coordinator and the Education Coordinator shall ensure that the Classroom Cleaning Checklist is being followed daily throughout the day.
- e. Cleaning Chemical Storage: Cleaning chemicals shall be stored in their original container and stored in the janitorial/kitchen storage closets, which shall be kept inaccessible to children.
- f. Cleaning Equipment Storage: Brooms, dustpans, mops, vacuum cleaners, spray bottles and other cleaning supplies shall be stored in the janitorial/kitchen storage closets in an orderly manner. Mops shall be hung on mop racks to facilitate drying.

2. Cleaning and Disinfection of Hand Washing Sinks and Toilets

- a. Toilet rooms, flush toilets and hand washing sinks shall be cleaned and disinfected daily or more if needed.
- b. Utility gloves used for cleaning and disinfecting shall be used for each cleaning and shall not be used for other cleaning purposes.
- c. Aerosol air fresheners shall not be used. Toilet room odors shall be controlled by adequate ventilation, disinfection, and gel air fresheners.

3. Cleaning and Disinfecting:

- a. Diaper changing tables shall be cleaned and disinfected after each use.
- b. Floors and carpets shall be maintained in good repair.
- c. Hard floors shall be swept and mopped with a disinfection solution at least daily and when soiled.
- d. Carpeted floors shall be maintained free from visible soil. Carpeted areas shall be vacuumed daily and shampooed as often as necessary to remain free of visible soil that can be removed by shampooing. Carpets shall be cleaned when children are not present.
- e. Carpeted floors and all rugs shall be spot cleaned, shampooed or steam cleaned whenever body fluids contaminate the surfaces.

- f. Large throw rugs that cannot be laundered shall be vacuumed daily and shampooed as needed.
- g. Small rugs that can be laundered shall be shaken or vacuumed daily and laundered at least weekly or when soiled.

4. Cleaning and Disinfection of Toys and Play Equipment: Toys shall be cleaned at a frequency as specified in Section II.N.D. of this Plan.

- a. Plastic and other hard surface toys are washed in soap and water and dipped in a disinfectant solution for a minimum of one (1) minute and allowed to air dry. Toys which cannot be easily dipped are sprayed with a disinfectant solution. The solution is allowed to stay on the item for one (1) minute before being dried.
- b. Toys, including plastic toys that look like food, that are placed in a child’s mouth, or otherwise contaminated by body secretions or excretions shall be set aside to be cleaned and disinfected before being used by another child.
- c. Cloth toys and linens are washed in the washing machine at a water temperature of 150° F weekly or when contaminated by body fluids. Cloth toys and linens are machine dried.
- d. Each bed, mattress or cot is cleaned and disinfected weekly and when soiled, wet, or otherwise contaminated.
- e. Cribs, cots, and sleeping mats are spaced at least three (3) feet apart for sleeping in accordance with the requirements of the U.S. Consumer Product Safety Commission and the Head Start Performance Standards.

Additional Information

Refer to cleaning, sanitizing, and disinfecting procedures in the COVID-19 Plan.

END OF HEALTH PROMOTION AND PROTECTION PLAN

III. Sanitary Facilities Plan	
Sanitary Facilities Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.1.iii & 1302.47.b.1.iv	45 C.F.R. 98.41(a)1(iv)
III. A. Water Supply Policy	
Policy	
The POI Head Start & Child Care Center shall provide adequate amounts of clean, potable water for cooking, cleaning, hand washing, drinking, toilets, and outside activities.	
Procedures	
<p>The POI Head Start & Child Care Center is provided water from the Pueblo of Isleta Community Water Well, which is operated by the Pueblo of Isleta. In order to provide adequate water to provide a positive educational experience and to ensure the health of the children, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Repairs or maintenance activity and all water system equipment currently in the POI Head Start & Child Care Center shall be undertaken with the consultation of the Isleta Public Works Department and with the use of a qualified plumbing professional. 2. Disruption of the water supply for a period of more than one (1) hour shall be considered an imminent health hazard and the procedures presenting in Section I.A. of this Plan shall be implemented. 	
Additional Information	

III. Sanitary Facilities Plan	
Sanitary Facilities Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.1.iii & 1302.47.b.1.iv	45 C.F.R. 98.41(a)1(iv)
III. B. Liquid Waste Disposal Policy	
Policy	
The POI Head Start & Child Care Center liquid waste is disposed of in a sanitary manner to promote and protect the health of the children, their families, the staff and the community.	
Procedures	
The POI Head Start & Child Care Center is connected to the Pueblo of Isleta Community Sewer, which is operated by the Pueblo of Isleta, overseen by the Public Works Department. The sewer system is inspected by Indian Health Service-Environmental Health Service Department.	
<ol style="list-style-type: none"> 1. Disruption of the water supply for a period of more than one (1) hour shall be considered an imminent health hazard and the procedures presenting in Section I.A. of this Plan shall be implemented. 	
Additional Information	

III. Sanitary Facilities Plan	
Sanitary Facilities Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.1.iii & 1302.47.b.1.iv	45 C.F.R. 98.41(a)1(iv)
III. C. Solid Waste Disposal Policy	
Policy	
The POI Head Start & Child Care Center collects and disposes of solid waste in a manner that provides proper sanitation and prevents insect and rodent infestations.	
Procedures	
<p>In order to ensure that solid waste generated at the POI Head Start & Child Care Center is adequately collected and disposed, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Garbage generated by the POI Head Start & Child Care Center is removed from the center daily, or more if needed. The assigned cleaning personnel removes the plastic liners from each garbage container and deposits them in a large plastic bag. The large plastic bag is then deposited in the outdoor containers daily, or more often if needed. The Pueblo of Isleta Environmental Solid Waste Department picks up the garbage weekly, or more if needed, to properly dispose. 2. The outside garbage storage area is located 50 yards from the outside play area. 	
Additional Information	
END OF SANITARY FACILITIES PLAN	

IV. Vector Control Plan	
Vector Control Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.1.ii & 1302.47.b.1.iii	45 C.F.R. 98.41(a)1(iv)
IV. A. Vector Control Policy	
Policy	
The POI Head Start & Child Care Center shall maintain the facility to reduce the potential for and eliminate any rodent or insect infestations to safeguard the health and safety of the children, staff and visitors.	
Procedures	
In order to prevent vector borne diseases, infectious diseases and problems with venomous insects, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. All outer openings in the foundation, walls, ceiling, roof, windows and exterior doors shall be sealed to prevent the entrance of insects and rodents. All gaps and openings around pipes and conduits shall be sealed on the interior side of the Center. 2. Windows used for ventilation are equipped with screening that is in good repair. (If other types of flying insect control devices are used, such as air curtains, then list these devices.) 3. When it is determined that there is a rodent or insect infestation at the Center, the Facilities Coordinator shall ensure all State, Federal and Tribal recommendations are followed. 4. The staff shall remove any spider webs identified inside the building as needed. 5. Playground equipment shall be inspected daily to identify any spider nests or other insect breeding sites and eliminate them. 	
Additional Information	

IV. Vector Control Plan	
Vector Control Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.1.ii & 1302.47.b.1.iii	45 C.F.R.98.41(a)(1)(v)
IV. B. Pesticide Use/Documentation Policy	
Policy	
The POI Head Start & Child Care Center shall allow the use of chemical pesticides only when necessary and in a manner that shall not harm the health of the children, staff and visitors.	
Procedures	
In order to prevent any health related problems for the children, staff or visitors that could result from the use of chemical pesticides, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. All pesticide applications shall be conducted by a licensed (or certified) pesticide applicator contractor and shall be applied only when the children are not present at the Center. 2. The facilities staff may apply commercial, over-the-counter pesticides at the Center only with the approval of the Executive Director only when the children are not present. 3. Only U.S. Environmental Protection Agency approved pesticides shall be applied at the Center. 4. The licensed pesticide contractor shall provide a list of all pesticides that shall be applied at the Center, including information on the type of pesticide used, the common and chemical name of the pesticides used, the purpose for applying the pesticide, how the pesticides should be applied, and any warnings or special precautions that the staff should be aware of for the pesticide used. 5. Pesticides shall not be applied while the children are present at the Center. The Facilities Coordinator or Maintenance Technicians shall be present and observe the application of pesticides by the pesticide applicator. 6. The Facilities Coordinator shall document the use of pesticides at the Center on the Pesticide Log Form. The log form shall contain the date and time of application, the pesticide applied, who applied the pesticide, and the purpose for application. 	
Additional Information	
END OF VECTOR CONTROL PLAN	

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.a.b.5.iv & 1302.47.a.b.7.v	45 C.F.R. 98.41(a)(1)(v)
V. A. General Safety Policy	
Policy	
The POI Head Start & Child Care Center shall ensure that children in our care are released only to people listed on the Emergency Contact List, authorized by the custodial parent or guardian, and only into a situation where the health and safety of the child is not placed in jeopardy.	
Procedures	
In order to ensure that access to children is limited only to authorized persons, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The Head Start & Child Care Staff shall ensure that children are not released to any person not authorized by the custodial parent or guardian. The POI Head Start & Child Care Staff shall take the following actions: <ol style="list-style-type: none"> a. Maintain an Emergency Contact List of the names, and telephone numbers of persons authorized to take the child from the POI Head Start & Child Care Center. b. Require the custodial parent to provide written legal documentation of custody. c. Authorization will be given by parent/guardian for a non-authorized person to take a child from the center. d. Any child that is dropped off at the POI Head Start & Child Care Center shall be signed in daily on the Sign-In/Sign-Out form. A child shall not be released to any person in an obvious state of intoxication. In the event that a parent, guardian or other authorized person arrives to pick up a child in a state of apparent intoxication, the POI Head Start & Child Care Staff shall: <ol style="list-style-type: none"> i. In the event an intoxicated custodial parent/guardian arrives to take their child, the POI Head Start & Child Care staff shall take the intoxicated person into the office or other location isolated from the children and inform the person that they cannot release the child to the person. The staff shall inform the Executive Director and Family Services Coordinator about the situation, and discuss appropriate actions that should be taken to ensure the safety of the child. ii. If the person becomes agitated or violent, the Executive Director or designee shall implement the Emergency Procedures in Section VI. D of this Plan. 	

2. If the POI Head Start & Child Care staff cannot locate any authorized person on the Emergency Contact List for the child, then the Isleta Police Department shall be called to take custody of the child.
3. The Executive Director shall talk with the custodial parent/guardian about any event involving an intoxicated person arriving to take their child.
4. In the event that a non-custodial parent attempts to take a child from the Center without the consent of the custodial parent, the POI Head Start & Child Care staff shall explain that the child cannot be released to them. If the non-custodial parent becomes angry or violent, the POI Head Start and Child Care staff shall implement the Civil Disturbance/Violent Behavior Emergency Policy if necessary.

Additional Information

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47 - Safety Practices	45 C.F.R.98.41(a)(1)(vii)
V. B. Fire Safety Policy	
Policy	
The POI Head Start and Child Care Center shall reduce the risk of fires through proper training and equipment to eliminate harm to the children and staff and reduce damage to the Center.	
Procedures	
In order to prevent the occurrence of a fire and to ensure the health and safety of the children, staff and visitors in the event of a fire, the following actions shall be taken:	
<p>1. Fire Protection</p> <ul style="list-style-type: none"> a. High flammable chemicals and materials shall not be kept in the POI Head Start & Child Care Center. All flammable chemicals shall be stored in the Maintenance Storage Building. b. No more than 25 percent of wall areas shall be covered with combustible materials, such as paper. c. Monthly fire safety inspections shall be conducted on the center using the Monthly Fire Drill. d. The Facilities Coordinator shall notify the Executive Director and the local fire department in writing within 24 hours of any fire emergency that involved the POI Head Start & Child Care Center. The notification shall include what the fire emergency was, the date and time of the emergency, the actions taken by the staff, and injuries that occurred and the damage to the facility. e. All staff shall receive annual in-service training on the fire safety policies and procedures, the use of fire extinguisher, and the safe evacuation of children. This in-service training shall be documented in the staff training files including the date, names of staff members trained, who conducted the training and what information was covered in the training. f. The Facilities Coordinator shall develop a fire plan for the center that shall be posted in each occupied room. The fire plan includes the routes of evacuation from various areas of the Center, the location of fire extinguishers, the location of smoke detectors, and the location of the outside assembly plans. 	

2. Fire Detection

- a. The Facilities Coordinator shall ensure that an adequate number of functional smoke detectors are provided and located as required in the Environmental Health Standards. The locations of the smoke detectors are indicated on the fire plan for the center.
- b. All smoke detectors are checked annually by a third party contractor.

3. Fire Suppression and Evacuation

- a. Fire Emergency: The closest responding fire station to the Center is located (5.3 miles) from the Center.
- b. The primary responsibility for the POI Head Start & Child Care Center staff is for the safe evacuation of children and not to extinguish fires. If a fire can be extinguished quickly and safely, then a staff member shall extinguish the fire while the children are being evacuated by other staff.
- c. Fire extinguishers are located throughout the building and are housed in a fire extinguisher cabinet.
- d. Fire extinguishers shall be inspected as follows:
 - 1) The extinguishers shall be serviced annually and tagged by a qualified fire extinguisher service contractor.
 - 2) The extinguisher shall be inspected monthly using the Inspection Tag located on the fire extinguisher. Manufacturer(s) recommended routine maintenance activities shall be carried out by the Facilities Coordinator.
 - 3) If a fire extinguisher is used, it shall be taken out of service until inspected and recharged by a qualified fire extinguisher service contractor.
- e. The children shall be taught fire safety such as the stop-drop-n-roll technique for putting out clothing fires and evacuation procedures. This shall be reviewed during the assigned lesson plan unit.
- f. The Facilities Coordinator shall ensure that all emergency exits are unobstructed and not locked, chained or otherwise made unusable.
- g. All emergency exits shall be clearly labeled with large EXIT signs. (If your Center operates after dark, that is one hour after sunset or before sunrise, then you must have illuminated fire exit signs and develop procedures to test the illuminated signs.)
- h. The fire evacuation plan for the POI Head Start & Child Care Center shall be posted near each exit and shall include the routes of evacuation from rooms and the location of the assembly point outside the building. The primary assembly point for the POI Head Start & Child Center is located on the East side building. The secondary assembly point is dependent upon the location of the fire. Evacuation of the Center in the event of a fire shall follow the emergency evacuation plan presented in the Emergency Preparedness Plan.
- i. Drills at the POI Head Start & Child Care Center shall be conducted as follows:

- 1) Fire drills are conducted at least one time per month, with two drills conducted the first thirty (30) days of school.
 - 2) All children at the Center, including infants and toddlers, shall participate in fire drills.
 - 3) Fire drills shall be conducted following the emergency evacuation procedures presented in the Emergency Preparedness Plan.
 - 4) The Facilities Coordinator shall observe the fire drill for the orderly evacuation of the center, including the time to evacuate the center to the designated assembly point.
- j. Fire Drills for the Center shall be documented on the Fire Drill Form and/or the School Fire Drill and Building Inspection Report provided by the Isleta Pueblo Volunteer Fire Department and shall include the following information:
- 1) Date the drill is conducted.
 - 2) Time the drill is conducted.
 - 3) Number of children participating.
 - 4) Number of staff participating.
 - 5) Number of visitors participating.
 - 6) Time to evacuate the center to the designated assembly point outside the center.
 - 7) Comments on the fire drill, including how orderly evacuation preceded, any hazards identified by the staff during the drill, and problems or delays noted during the drill.
- k. Fire Drill Report Forms shall be maintained on file at the Center for a period of three (3) years.

Additional Information

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47 - Safety Practices	45 C.F.R.98.41(a)(1)(viii)
V. C. Toxic Substances Policy	
Policy	
The POI Head Start & Child Care Center shall operate a safe and hazard free environment.	
Procedures	
In order to eliminate or reduce toxic substances used at the Center and to limit access to any toxic substances that must be used, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Hazardous Materials: <ol style="list-style-type: none"> a. The POI Head Start & Child Care Center was constructed in 2004. The Center does not contain any painted surfaces, inside or outside the Center, with lead (Pb) above 1mg/cm². b. The Facilities Coordinator shall ensure that all new paint applied to either the inside or outside of the Center, including playground equipment, does not contain hazardous quantities of lead (Pb) exceeding 0.06 percent Pb (the label on paint shall usually indicate the lead content as Pb02 or Pb04). c. The Facilities Coordinator shall maintain a listing of all hazardous building materials at the center including lead based paint, formaldehyde, and asbestos. d. The Facilities Coordinator shall maintain all sampling results, assessment reports and abatement plans for any hazardous materials at the center. Any hazardous material identified at the Center shall have an abatement plan developed and approved by IHS. e. Information on hazardous substances present at the Center, including SDS sheets shall be shared with all new employees during their orientation. f. Fact sheets on lead based paint, asbestos, radon and other hazardous materials shall be provided to parent/guardians by all Centers to help parents understand hazardous materials they may have at their homes. 	
Additional Information	

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.2 – Equipment and Materials	45 C.F.R.98.41(a)(1)(v)
V. D. Playground Safety Policy	
Policy	
The POI Head Start & Child Care Center shall provide and maintain a safe outdoor play area that is properly designed, and age and developmentally appropriate to prevent injuries to the children.	
Procedures	
<p>1. Playground Equipment and Grounds</p> <ul style="list-style-type: none"> a. The Facilities Coordinator shall ensure that all playground equipment is age and developmentally appropriate based on the manufacturers labeling of the equipment. b. The playground layout and design, equipment, type and fall surfacing, and equipment construction and design shall be inspected and approved by IHS. c. Any modifications to the playground design, layout or equipment shall be approved by IHS before modification. <p>2. Playground Inspections:</p> <ul style="list-style-type: none"> a. The playground shall be inspected daily prior to use by the children by using the Playground Inspection Form. The Education Coordinator and Facilities Coordinator shall ensure that any problems identified during the daily inspection are corrected immediately or the equipment or area of the playground restricted from use until the problem or hazard is corrected. <ul style="list-style-type: none"> 1) The Daily Playground Inspection Reports shall be maintained on file at the center for three (3) years. b. The staff shall notify the Facilities Coordinator of any equipment or playground hazards noted by the children or the supervisory staff. These hazards shall be noted on the Daily Playground Inspection Form for that day. The staff shall correct any problems that can be corrected immediately before the children enter the playground. 	
Additional Information	

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.a.2 – Equipment and materials	45 C.F.R.98.41(a)(1)(v)
V. E. Toy Safety Policy	
Policy	
The POI Head Start & Child Care Center shall provide only toys that are safe and age appropriate, and shall maintain all toys in a safe condition for use by the children.	
Procedures	
In order to ensure that all toys are safe and age appropriate and are properly maintained and stored, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Before each school year begins, the Head Start & Child Care Staff shall inspect all toys in the Center to ensure: <ol style="list-style-type: none"> a. Toys for children under the age of three (3) years do not have removable parts, and are not smaller than 1.25 inches wide and less than 2.25 inches long. (Per the US Consumer Safety Commission) b. Toys are free of sharp points and sharp edges. c. No projectile type toys are allowed. d. Scissors and other educational tools shall have rounded ends and be free of sharp edges. e. All adult scissors must be stored out of reach of all children. f. Soft toys shall not have detachable eyes or other loose parts. g. Any toys that are damaged or not age appropriate shall be discarded in the garbage. 2. Balloons shall not be used at the POI Head Start & Child Care Center. 3. The children shall not have access to plastic bags in the classroom. 4. Toys are stored in a safe, orderly fashion to reduce clutter and maximum use of the floor space. 	
Additional Information	

V. Safety and Injury Prevention Plan	
Safety and Injury Prevention Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.4.i & 1303.74 – Safety Procedures	45 C.F.R.98.41(a)(1)(v)
V. F. Injury Prevention Policy	
Policy	
The POI Head Start & Child Care Center shall prevent the occurrence of injuries and reduce the severity of those injuries that may occur through education, providing and maintaining a safe environment, and providing adequate supervision of the children.	
Procedures	
In order to prevent injuries by encouraging safe behavior, eliminating hazards, and protecting children and staff from hazards that cannot be eliminated, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Training and education of staff, children and parents/guardians. <ol style="list-style-type: none"> a. Staff shall provide injury prevention training and information to the children on the following topics: <ol style="list-style-type: none"> 1) Seat belt use and child restraint use 2) Pedestrian Safety 3) Playground Safety 4) Fire Safety/Burn Safety 5) Bicycle Safety 6) Poison Prevention 	
Additional Information	
END OF SAFETY AND INJURY PREVENTION PLAN	

VI. Emergency Plan	
Emergency Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.7	45 C.F.R. 98.41(a)(1)(vii)
VI. A. Emergency Policy	
Policy	
The Head Start & Child Care Center shall ensure that the children and staff are safe and secure while at the center during natural or man-made emergencies or while on program sponsored outings, to the best of the program’s ability.	
Procedures	
In order to reduce the risk to children and staff and ensure proper medical care is provided during an emergency event, the following actions shall be taken:	
<p>1. The following types of emergencies could occur in the POI Head Start & Child Care Center region:</p> <ul style="list-style-type: none"> a. Medical Emergencies b. Civil Disturbances & Hostage Situations c. Bus and Transportation Emergencies d. Industrial Emergencies & Accidents e. Weather Emergencies f. Death of a Child or Staff Member g. Lost or Missing Children 	
<p>2. Responsibilities</p> <ul style="list-style-type: none"> a. The Executive Director: <ul style="list-style-type: none"> 1) Has the direct authority for the classroom, staff and visitors at the Center. The decision to implement the emergency plan is the Executive Director’s or designee. 2) The Governor in consultation with the Executive Director is the principal decision maker for the POI Head Start & Child Care Center. 3) For any emergency situations, the POI Police Department is the principal spokesperson for the POI Head Start & Child Care Center. 4) In the event that either children or staff are injured during program hours, the Executive Director shall implement the Medical Emergencies Policy. 5) The Governor in consultation with the Executive Director shall determine if it is safe to re-enter the building after evacuation based on the recommendations of emergency response personnel. 	

6) The Executive Director shall prepare a written report.

b. Teachers/Teacher Assistants and Providers/Provider Assistants:

- 1) Have the direct responsibility to the children during an emergency situation.
- 2) Shall be responsible for taking the emergency contact, daily attendance book, emergency backpack, and medication backpacks for their classrooms if evacuation of the classroom or center is required.

c. Other Program Staff:

- 1) Emergency Management Team Roles and Responsibilities – Refer to Emergency Preparedness Plan (pg. 6) or Appendix B.
- 2) Content Area Staff members shall assist classroom staff in ensuring the safety of the children as needed.
 1. In the event of the Executive Director’s absence, a Content Area Staff member shall assume oversight responsibility.
- 3) Administrative Assistant shall be responsible for:
 1. Taking the Emergency Contact Log if evacuation of the area or center is required.
 2. Shall call the Isleta Police Department at (505) 869-3030 or “911”.

d. Any program staff, if properly trained, shall administer emergency first aid.

Additional Information

VI. Emergency Plan	
Emergency Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
	45 C.F.R. 98.41(a)(1)(vii)
VI. B. Emergency Contact Policy	
Policy	
The POI Head Start & Child Care Center shall ensure that the parents/guardians of children can be contacted and kept informed in the event of a building or health emergency.	
Procedures	
In order to keep parents/guardians informed in an emergency situation, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Emergency contact information for each child shall be maintained. Emergency contact information shall be maintained in child files, in classrooms, and at the front desk and shall accompany the children on any outings or field trips. The information shall include: <ol style="list-style-type: none"> a. Names and telephone numbers (both home and work) of the parents/legal guardians. b. Names and telephone numbers (both home and work) of other contact persons to whom the child may be released, if the parents/guardians are unavailable. c. Name, address, and telephone number of the child’s usual source of medical and dental care. d. Information on the child’s health insurance, including the name of the insurance carrier, identification number, and the subscriber’s name. e. Special conditions, disabilities, allergies, or medical and dental information. f. Parents/guardians written consent, in case emergency care is needed. 2. Once the situation is stabilized, parents shall be notified of the emergency and whether child requires pick up or other steps needed to be taken. <ol style="list-style-type: none"> a. Parent/Student Reunification Plan – Refer to Emergency Preparedness Plan (pg. 30) or Appendix C. b. In the event the parent/guardian cannot be located, the staff shall contact the other people authorized by the parent on the Emergency Contact List. c. Children shall remain in the care of classroom or other assigned staff until an authorized person picks them up. 	
Additional Information	
Refer to the Emergency Preparedness Plan	

VI. Emergency Plan	
Emergency Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.4.i & 1302.47.b.7	45 C.F.R.98.41(a)(1)(vii)
VI. C. Medical Emergencies Policy	
Policy	
The POI Head Start & Child Care Center staff shall provide, to the best of their ability, emergency first aid to the children and staff until emergency medical personnel/assistance can continue treatment.	
Procedures	
In order to ensure that a medical emergency is handled promptly, effectively, and appropriately, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. Emergency medical procedures for choking, stopping bleeding and head injuries are posted by the sinks in each room by the first aid kits. 2. All of the staff at the Center shall receive training in emergency first aid and infant, child and adult CPR. 3. The Executive Director shall ensure, to the extent necessary that the Center Staff are made aware of the medical needs of all children. 4. When an immediate response is required, the following emergency procedures shall be used: <ol style="list-style-type: none"> a. A staff member trained in First Aid or CPR shall provide appropriate emergency care to the person or persons. b. If necessary, a staff member shall call “911” or the local emergency department at (505) 869-3030 and shall provide the following information: <ol style="list-style-type: none"> 1) Name of caller 2) Name of Center 3) Description of the Emergency (e.g. fire, choking, allergic reactions, ect.) 4) Telephone number of the Center or where they are calling from 5) Address of the Center 6) Directions to the Center 7) Exact location of injured person or persons 8) Condition of person injured 9) Emergency medical care being given 	

- c. The person making the call shall stay on the line until Emergency Medical System personnel arrive and notify the Front Desk Staff that they have been called and the circumstances of why.
 - d. Emergency transportation for necessary medical care shall be determined by the Emergency Medical System operator or the parent/guardian. In the event that transportation is required and a parent is unavailable, a member of the Center staff shall accompany the child.
 - e. The Executive Director shall implement the Emergency Contact Procedures.
5. Emergency phone numbers shall be posted near each of the phones at the Center and be included with the Emergency Contacts Information File for taking on field trips and outings. The following phone numbers shall be included:
 - a. NUMBER FOR FIRE: 8-911 OR Local Emerg. Dept.: (505) 869-3030
 - b. NUMBER FOR POLICE: 8-911 OR Local Emerg. Dept.: (505) 869-3030
 - c. NUMBER FOR EMERGENCY MEDICAL: 8-911 or Local Emerg. Dept. :(505) 869-3030
 - d. NUMBER FOR LOCAL HEALTH DEPT: Isleta Health Center (505) 869-3200
6. At least one staff member with current training in age-appropriate Cardio-Pulmonary Resuscitation (CPR) and First Aid, shall be present at the Center at all times and be present on all field trips. The Health Coordinator is responsible for assuring the first aid kits are fully stocked in accordance with the AIPB Environmental Health Standard.
7. While away from the Center, for field trips, each classroom staff person is responsible for taking a first aid kit and medication backpacks (medication is to be stored at the proper temperature using an ice chest, if necessary).
8. First Aid Kits:
 - a. Readily available, well-supplied first aid kits appropriate for the ages served and the program size must be maintained at the facility and available on outings away from the site. Each kit must be accessible to all staff at all times, but must be kept out of reach of children.
 - b. The contents of the first aid kit must be in accordance with the recommendations of the American Red Cross. The Health Advisory Committee also may recommend materials to include.
 - c. First Aid Fanny Packs and Emergency Backpacks shall include:
 - 1) 9 Sterile Gauze pads 3"x3"
 - 2) 4 Sterile Gauze pads 4"x4" c)
 - 3) 1 Sterile Roller Gauze 3in.
 - 4) 15 BZK Towelettes

- 5) 2 Fingertip Bandages
- 6) 2 knuckle Bandages
- 7) 2 Adhesive Bandages 2"x4.5"
- 8) 10 Adhesive Bandages ¾"x3"
- 9) 5 Adhesive Bandages 1"x3"
- 10) 1 Triangular Bandage
- 11) 1 Pair Vinyl Gloves
- 12) First Aid Tape ½"x2.5 yds.
- 13) 1 pair of scissors
- 14) 1 Emergency First Aid Guide
- 15) 2 small ice packs

9. In case of poisoning, Head Start Staff is not advised to induce vomiting, unless directed by a physician or poison control center specialist.

10. The following conditions shall also be treated as medical emergencies:

- a. An infant under four (4) months of age has an axillary temperature of 100°F or higher.
- b. An infant/child over four (4) months of age has a temperature of 105°F or higher.
- c. An infant under four (4) months of age has forceful vomiting (more than once) after eating.
- d. Any child looks or acts very ill or seems to be getting worse quickly.
- e. Any child has neck pain when the head is moved or touched.
- f. Any child has a stiff neck or severe headache.
- g. Any child has a seizure for the first time.
- h. Any child acts unusually confused.
- i. Any child has unequally sized pupils (black centers of the eyes).
- j. Any child has a blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with an injury.
- k. Any child has a rash of hives or welts that appear quickly.
- l. Any child breathes so fast or hard that he or she cannot play, talk, cry, or drink.
- m. Any child has a severe stomach ache without vomiting or diarrhea after a recent injury, blow to the abdomen, or hard fall.
- n. Any child has stools that are black or have blood mixed through them.
- o. Any child has not urinated in more than 8 hours, and the mouth and tongue look dry.
- p. Any child has continuous clear drainage from the nose after a hard blow to the head.

11. The Head Start & Child Care staff shall document medical emergencies on the appropriate Accident/Illness Report forms as presented in Section II.I. of this Plan.

12. Death of a Child:

a. If a child dies while at the facility:

- 1) The Executive Director shall immediately notify the emergency medical personnel.
- 2) The Executive Director shall immediately notify the child's parents/guardians.
- 3) The Executive Director shall notify the Pueblo of Isleta Governor.
- 4) The Mental Health Consultant & Family Services Coordinator shall provide appropriate grief and other support information to the parents/guardians of the deceased child.
- 5) The Mental Health Consultant & Family Services Coordinator shall arrange for student and staff grief counseling.

b. If a child dies while not at the Center, the Executive Director shall:

- 1) Provide age appropriate information to the parents/guardians of the other children.
- 2) Provide appropriate grief and other support information to the parents/guardians of the deceased child.
- 3) Arrange for student and staff grief counseling.

Additional Information

VI. Emergency Plan	
Emergency Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.5	45 C.F.R.98.41(a)(1)(vii)
VI. D. Civil Disturbance/Violent Behavior Emergency Policy	
Policy	
The POI Head Start & Child Care Center staff shall protect the children and staff by taking all preventative measures to minimize the impact of potential civil disturbance/violent acts on the children and staff.	
Procedures	
To minimize the risk of a civil disturbance/violent behavior:	
<ol style="list-style-type: none"> 1. All visitors are required to check in at the Front Office. 2. Employees are asked to report the presence of outsiders they see to the Executive Director. 3. Staff members confronted by community member(s) or other openly hostile persons will notify the Executive Director to attempt to defuse the situation. 4. The Executive Director will be alerted to the situation and immediately notify the Tribal Police Department. 5. In the absence of law enforcement, the Executive Director will do whatever is believed necessary to alleviate the problem. 6. Depending on the type of situation, the employees will be verbally notified on what Emergency Procedures to follow until the situation is cleared by the Executive Director and/or Tribal Police. 	
Additional Information	
Refer to Emergency Procedures in the Emergency Preparedness Plan	

VI. Emergency Plan	
Emergency Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
N/A	N/A
VI. E. Sexual Offenders Policy	
Policy	
The POI Head Start & Child Care Center shall work with the Isleta Police Department to ensure that the children, families, staff and visitors are protected and kept safe from local convicted sexual offenders.	
Procedures	
In order to protect children, families, staff and visitors from convicted sexual offenders while at the Center, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. According to Resolution No. 2011-014, Convicted Sexual Offenders are prohibited from entering any area of the POI Head Start & Child Care Center at any time, (this includes the parking lot, playground area, and within the building and garage areas). <ol style="list-style-type: none"> a. At no time may a convicted sexual offender be on the premises; even with parent/guardian authorization for pick-up/drop-off, those individuals shall abide by this policy and will not be permitted to take the child from the Center. b. In the event that a convicted sexual offender is within the prohibited area of the POI Head Start & Child Care premises, staff shall notify the Executive Director or other content area staff, whom shall talk with the person calmly to inform them they are prohibited from being on the premises. c. In the event that it is deemed unsafe to approach the person, “8-911” shall be called for assistance escorting the person from the premises. d. The Executive Director or other management staff shall call the Isleta Police Department at 869-3030 to inform them that a sexual offender was on the property. 2. Registered sex offenders, whether parent/guardian or family members, are prohibited from attending any program functions or outings on or off the center premises. 3. Family Services Coordinator shall keep and update a binder (located at the front desk) of convicted sexual offenders and their information which shall be made available to staff and families at their request. <ol style="list-style-type: none"> a. All staff shall make themselves aware of the offenders who are prohibited from the premises. 	

Additional Information
Refer to Family Services Coordinator for the list of sexual offenders.
END OF EMERGENCY PLAN

VII. Physical Environment Facility Plan	
Physical Environment Facility Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.61.a	45 C.F.R. 98.41(a)(1)(v)
VII. A. Handicapped Accessibility Policy	
Policy	
The Head Start & Child Care Center shall comply with the appropriate requirements for handicapped accessibility.	
Procedures	
In order to ensure full participation of children with special needs, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The Facilities Coordinator/Disabilities Coordinator shall ensure that all necessary handicapped accessibility requirements are provided as recommended by IHS. 2. The Facilities Coordinator/Disabilities Coordinator shall ensure that any ramps, railings, wheelchair accessible toilets, sinks and drinking fountains can be effectively used by special needs children and then modifications to the design, height and position of these fixtures shall be modified if necessary to facilitate their use by the child with special needs. 3. Adequate space is available for therapy needs of a child with special needs. The therapy area for the POI Head Start & Child Care Center is located in the Disabilities area in the Therapy Room. 4. The Disabilities Coordinator shall ensure that the movement or re-arrangement of furniture and equipment in the classroom and outdoor play area is kept to a minimum for children with visual or hearing impairments. 	
Additional Information	

VII. Physical Environment Facility Plan	
Physical Environment Facility Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1303.5.2.c	45 C.F.R.98.41(a)(1)(v)
VII. B. Heating, Air Conditioning, and Ventilation Policy	
Policy	
All rooms used by children at the POI Head Start & Child Care Center shall be heated, cooled and ventilated to maintain the required temperatures, humidity and air exchange and to avoid the accumulation of objectionable odors and harmful fumes.	
Procedures	
In order to provide appropriate indoor environment and to protect the health and safety of the children and staff, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The air temperature inside the Center shall be maintained between 65°F to 75°F during the summer months and between 68°F to 82°F during the winter months. Relative humidity shall be maintained between 30 to 70 percent. 2. The Facilities Coordinator shall schedule the annual inspection of the heating, ventilation, and air conditioning system within 30 days of beginning classes. These inspections are required by the Head Start Performance Standards. The Facilities Coordinator shall schedule routine maintenance every three months. 3. Heating for the POI Head Start & Child Care Center is provided by using natural gas. The system was installed in August 2004. Copies of the manufacturers operating instructions are maintained in the Facilities Coordinator’s office. <ol style="list-style-type: none"> a. Portable open-flame and kerosene space heaters shall not be used. Portable gas stoves shall not be used. b. The electric space heaters are UL-approved and shall be placed so they are inaccessible to the children and placed at least three (3) feet from curtains, papers and furniture. The electric space heaters are provided with a protective cover to prevent injuries. c. Hot surfaces above 110°F shall be made inaccessible to children. There are no hot surfaces accessible to the children. d. If the heating system is unable to maintain the air temperature in the Center above 65°F for one day of classes, then the Center should be closed until the heating system is repaired. 	

- e. If the temperature in the Center drops below 60°F then the Executive Director shall declare an Imminent Health Hazard and close the Center until the heating system can be repaired.
4. The cooling system was installed in August 2004. Copies of the manufacturers operating instructions are maintained in the Facilities Coordinator's office. Emergency repair or maintenance of the heating system can be provided by POI or the Facilities Coordinator.
- a. Air cooling is provided free of drafts for children.
 - b. The air cooling system shall be inspected at the beginning of each program year.
 - c. The air cooling system is maintained and cleaned in accordance with the manufacturer's requirements.
 - d. If the cooling system is unable to maintain the air temperature in the Center below 82°F for one day of classes, then the Center should be closed until the cooling system is repaired.
 - e. If the air temperature in the Center goes above 87°F, then the Executive Director shall declare and imminent health hazard and close the Center until the cooling system can be repaired.
5. Ventilation for the Center is provided by natural and mechanical means to ensure a minimum ventilation rate of 10 complete air changes per hour. Mechanical ventilation is provided in the bathrooms and janitor's closet. Copies of the manufacturers operating instructions are maintained in the Facilities Coordinator's office.
- a. Windows used for natural ventilation are equipped with draft deflectors.
 - b. Electrical fans are not used in the classrooms.
 - c. The ventilation system is inspected twice a year.
 - d. The ventilation system is cleaned in accordance with the manufacturer's requirements

Additional Information

VII. Physical Environment Facility Plan	
Physical Environment Facility Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1303.5.2.c	45 C.F.R.98.41(a)(1)(v)
VII. C. Electrical System Policy	
Policy	
The POI Head Start & Child Care Center is provided with properly installed and maintained electrical service to facilitate operation of the Center and to prevent illness and injury.	
Procedures	
<p>The electrical power is provided by the Public Service Company of New Mexico (PNM). In order to provide safe electrical service for the Center, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. The Facilities Coordinator shall ensure that any major repairs or alterations to the Center’s electrical system are provided by a licensed electrician and meet all regulations for the state of New Mexico. 2. The Facilities Coordinator shall provide electrical outlet safety plugs (shock stops) for all unused electrical outlets not equipped with protective covers. The Facilities Coordinator, maintenance staff, Teaching and Child Care Staff shall inspect all electrical outlets in the Center/Classrooms daily to ensure outlet safety plugs are in place. 3. The Facilities Coordinator and maintenance staff shall ensure that any electrical outlet, fixture or equipment that is identified as faulty, is not used until inspected and/or repaired by a licensed electrician. 4. At the beginning of each program year, the Facilities Coordinator and maintenance staff shall inspect all electrical appliances to ensure they are UL-approved, and that the cords are not frayed or damaged and that the electrical cords are placed out of reach by the children. Any appliance found to have damaged electrical cords shall be taken out of service immediately. 5. Extension electrical cords shall be used only with the Facilities Coordinator or other facilities staff approval and only for short periods of time. The extension cords shall not be placed under carpets or across water sources. 	
Additional Information	

VII. Physical Environment Facility Plan	
Physical Environment Facility Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1303.5.2.c	45 C.F.R.98.41(a)(1)(v)
VII. D. Plumbing Policy	
Policy	
The POI Head Start & Child Care Center plumbing system for water, waste water, and gas are installed and maintained free of defects, leaks, and obstructions	
Procedures	
<p>In order to provide safe and adequate plumbing, the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. The Facilities Coordinator shall ensure that any repairs or new installations of gas pipes, water pipes, gas burning fixtures, plumbing fixtures and installations to the water or sewer or gas lines are done by a qualified plumbing contractor and meet the regulations and requirements of the state of New Mexico. 2. The water heater is properly installed in the water supply system and all drain lines and connections are in compliance with the Uniform Plumbing Code. The hot water temperature is tested in the children’s lavatories quarterly and is maintained at or below 120°F. 3. Drinking water for the children is provided by bottled water and from community water system and is accessible to children while indoors and outdoors. 4. The POI Head Start & Child Care Center water system has been tested for the presence of lead in the drinking water as recommended by the U.S. Environmental Protection Agency. The Center’s water is satisfactory for use. Water sampling results are maintained by the Facilities Coordinator. 5. There shall be no cross-connections that could permit contamination of the potable water supply. 6. All gas piping shall be repaired by a licensed plumber or qualified gas plumbing repair contractor. 	
Additional Information	

VII. Physical Environment Facility Plan	
Physical Environment Facility Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1303.5.2.c	45 C.F.R.98.41(a)(1)(v)
VII. E. Lighting Policy	
Policy	
The POI Head Start & Child Care Center shall provide adequate lighting to promote health and wellbeing of the children and staff, to facilitate safe activities and to facilitate cleaning.	
Procedures	
In order to provide adequate lighting, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. There is an emergency flashlight located in each room and office and floodlights throughout the building. 2. Glare free lighting is provided in all areas of the Center. 3. Lighting in the food preparation area shall be shielded as required in the local food sanitation code. 	
Additional Information	
END OF PHYSICAL ENVIRONMENT FACILITY PLAN	

VIII. Food Service Plan	
Food Service Plan	
Head Start & Early Head Start Performance Standard:	CCDF Federal Register Regulation:
1302.47.b.4.a & 1302.47.b.6.ii.	
VIII. A. General Food Sanitation Policy	
Policy	
The POI Head Start & Child Care Center shall provide nutritious meals prepared and served in a sanitary manner.	
Procedures	
Food sanitation surveys of the POI Head Start & Child Care Center are conducted by the Health Advisor using the Indian Health Service’s (IHS) Environmental Health Service Department sanitation standards and codes. In order to ensure food provided at the Center is prepared and served in a sanitary manner, the following actions shall be taken:	
<ol style="list-style-type: none"> 1. The Nutritionist Coordinator shall coordinate with IHS/on-line for the provision of food handlers training for the POI Head Start & Child Care Center staff. The food handlers training for kitchen staff should be provided as soon as possible after first date of employment and kept current without a lapse in certification. The food handlers training for non-kitchen staff should be provided within three (3) months of each program year. 2. The Nutritionist Coordinator shall perform unannounced kitchen monitoring once/twice per month to ensure that food is being prepared and served in a sanitary manner and that the kitchen staff is following all kitchen protocols. 	
Additional Information	
END OF FOOD SERVICE PLAN	
END OF HEALTH POLICIES	

PAGE IS INTENTIONLLY LEFT BLANK.