



## CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG RURAL HEAD START  
325-944-9666

SAISD HEAD START/  
EARLY HEAD START  
325-947-3703

### **MEDICAL EMERGENCY PLAN**

#### **POLICY AND PROCEDURES:**

1. First aid and/or CPR will be immediately administered, as necessary, by a staff certified in first aid/CPR.
2. If a child requires immediate medical attention beyond basic first aid, call 911.
3. Notify the child's parent/guardian or other designated emergency contact as soon as possible.
4. If the child is to be transported by an emergency medical vehicle, she/he will be accompanied by a staff member in the absence of the parent/guardian or designated emergency contact. A qualified Head Start/Early Head Start staff will assist the classroom to provide the proper child/staff ratio.
5. The staff member accompanying the child will take the child's **"State Admission Information"** form with him/her to the medical facility and notify the Health Manager/Cord/Spec. as soon as possible.
6. An **"Incident/Illness Report"** must be completed. If medical attention outside the basic first aid was necessary Day Care Licensing must be notified within 48 hours of the incident. A copy of the **"Incident/Illness Report"** will be forwarded to the Health Manager/Coordinator and shared with the parent/guardian.
7. If incident / illness required medical outside the basic first aid attention a **"Health & Developmental Follow-up Plan"** will be initiated the day after the incident / illness to follow up with parent on the status of the child's health. If applicable, the attending physician's report will be stapled to the **"Incident/Illness Report"** and maintained at the center.