

1302.47 Safety Practices Protocol

Category: Health Program Services

Regulations: 1302.47 Safety Practices, USDA, WAC's: 170-295-2010, 170-295-2050, 295-2080, 170-295-2130, 170-295-3010, 170-295-3020, 170-295-3030, 170-295-3040, 170-295-3050, 170-295-3060, 170-295-3070, 170-295-3080, 170-295-3090, 170-295-3100, 170-295-3110, 170-295-3120, 170-295-3130, 170-295-3160, 170-295-3170, 170-295-4080, 170-295-4090, 170-295-4100, 170-295-4120, 170-295-4130, 170-295-5010, 170-295-5020, 170-295-5030, 170-295-5040, 170-295-5060, 170-295-5080, 170-295-5090, 170-295-5100, 170-295-5110, 170-295-5120, 170-295-5140, 170-295-5150, 170-295-5170, 170-295-6010, 170-295-7080

Activity/Steps:

1. System of Health and Child Safety Practices

1. The established system of health and child safety practices is a comprehensive approach involving many facets of the entire program, including, but not limited to, facilities, classroom active supervision, transportation services, security and classroom sanitation. Multiple measures occur with individual children, individual classrooms, individual sites and at the grantee-level.

2. See Health Services Policy #210.

2. Management Systems to Support Health and Child Safety Practices

3. On-going training, oversight, correction and continuous improvement occurs through-out the program as a cycle to insure safety. Safety is the grantee's number one priority as evidenced by our culture of safety. Budget allocations provide finances for correction of unsafe conditions.

4. Safety, and any correction needed, is monitored at the site level, as well as at the grantee level.

5. A computerized maintenance management system, Maintenance Direct, has been implemented to create work orders, track progress on repairs, and collect data on reactive and preventative maintenance. Preventative maintenance schedules are also being created to create a more predictive maintenance culture and maximize equipment life cycles.

6. The Early Learning Nurse makes monthly classroom visits to infant rooms to insure all licensing and Performance Standards requirements for infant's health and safety for are met. Refer to Monthly Nurse Consultation. Toddler rooms are also visited by the Early Learning Nurse on a periodic basis to insure all licensing requirements and Performance Standards health and safety requirements are met.

7. See Health Services Policy #210.

8. The Health, Dental, Sanitation and Environmental Safety Classroom Monitoring Form (HDN #32) is utilized for monitoring classrooms. This may be completed by the Health/Nutrition Content Specialist, Early Learning Nurse or site management staff.

<p>3. Facilities: Licensing</p>	<p>9. Because of state child care licensing laws, EPIC holds the state child care license. Both EPIC and ESD 105 work closely together to ensure all sites meet state licensing requirements.</p> <p>10. As part of the state’s licensing requirements, a comprehensive Center Licensing Health Care Plan is updated by the Health Nutrition Content Specialist to address all required licensing WAC’s involving safety, environment, health and nutrition, etc.</p> <p>11. Once state licensing monitoring occurs yearly at each licensed site, site management staff inform applicable ESD staff of any concerns identified by licensors and jointly establish corrective action plans. Corrective actions are incorporated and implemented through-out all sites, not just the one site identified by licensing.</p>
<p>4. Facilities: Pests</p>	<p>12. An Integrated Pest Management Plan is established. IPM emphasizes prevention over pesticides, uses best practices to avoid pest infestations, and assures swift corrective actions to rectify pest situations in a timely manner. Monthly inspections by custodial staff look to identify concerns and possible penetrations in the building envelope that would allow pests to gain entrance to the building.</p> <p>13. In addition, best practices are employed, such as keeping food stuffs (kitchen food and food stuffs used for making classroom materials like play dough) in sealed plastic containers and eliminating cardboard boxes that can transport pests from kitchen areas.</p> <p>14. See Pesticide Policy #125.</p>
<p>5. Facilities:</p> <ul style="list-style-type: none"> • Pollutants, hazards, toxins • Prevent child injury and free from safety hazards 	<p>15. The Monthly Classroom Health and Safety Checklist (Checklist #5) and Safety and Sanitation Checklist (Checklist #1--completed daily prior to children’s arrival) both address the classroom environment’s safety. These are completed by classroom staff and turned in to Site Management staff on a monthly basis. Site Management staff is responsible for reviewing and spot-checking for accuracy.</p> <p>16. The Daily Playground Inspection and Maintenance form (Safety #1) is daily completed by custodial staff/designee prior to any children being in the playground area. Any concerns are addressed with site management staff on a weekly basis.</p> <p>17. The Monthly Facility Review Checklist (Safety #2) is completed by the custodian/designee with site management staff. This checklist is a comprehensive review of the building and outside areas, such as parking lots. Any needed follow-up is identified and completed to insure safety.</p> <p>18. The Fire and Safety Checklist (Safety # 6) is completed by the custodian/designee and shared with site management staff.</p> <p>19. The Safety Record and Evacuation Plan (Safety #5) addresses fire/crisis/disaster drills and plans and is completed on a monthly basis.</p>

<p>5. Facilities:</p> <ul style="list-style-type: none"> • Pollutants, hazards, toxins • Prevent child injury and free from safety hazards <p>(CONTINUED)</p>	<p>20. EPIC’s “Staff Quick Reference Guide for Emergencies” and EPIC’s “Disaster Plan” are posted on each “Classroom Information Board.” See “Classroom Information Board” and “Program Postings and Availability” for the applicable program and program year.</p> <p>21. Lockdown Drills are completed monthly, utilizing the Facility Lockdown Checklist (Safety #3).</p> <p>22. The grantee utilizes ESD’s “InPointe” electronic alert system which simultaneously notifies key Crisis Response Team staff by text message and email about site security and other emergent hazards (fires, suspicious activity, police activity in area, petroleum spills, etc.) The ESD system can also facilitate connection with first responders and keep key staff informed of developments as they occur.</p> <p>23. The Active Supervision Policy insures adult supervision of children at all times to prevent or minimize safety hazards. See Active Supervision Policy #220.</p> <p>24. Licensing child to adult ratios are maintained at all times.</p> <p>25. The Facility Review Checklist (Safety #2) is completed on a yearly basis for sites.</p> <p>26. See Drug and Alcohol Free Work Place Policy #410, Blood Borne Pathogens Policy #550 and Tobacco and Smoke-Free Environment Policy #420.</p>
<p>6. Facilities: Lighting</p>	<p>27. A Monthly Classroom Health and Safety Checklist (Checklist #5) and Safety and Sanitation Checklist (Checklist #1, completed daily prior to children’s arrival) addresses lighting and emergency lighting. These are completed by classroom staff and turned in to Site Management staff on a monthly basis. Site Management staff is responsible for reviewing and spot-checking for accuracy.</p> <p>28. The Classroom Backpack Checklist (Checklist #4) addresses emergency lighting. Center Management staff monitors the two checklists on a monthly basis and spot-check for accuracy.</p> <p>29. The Facility Review Checklist (Safety #2) addresses exit lighting and signage, electrical outlets/cords, indoor and outdoor lighting, etc.</p> <p>30. Emergency Exit lights in classrooms and exit routes are inspected during fire drills.</p>
<p>7. Facility: Safety Supplies</p>	<p>31. Fire extinguishers are installed in all facilities per Washington State Fire Marshal codes.</p> <p>32. Each classroom has a first aid kit in the classroom and in their backpack (used when children are not in the classroom). Buses are also equipped with first aid kits and backpacks.</p> <p>33. On a monthly basis staff check their classroom first aid kit and backpack, using the Backpack Checklist (Checklist #4) and Classroom First Aid Checklist (Checklist #3) to insure safety supply readiness. These are completed by classroom staff on a monthly basis. Center Management staff monitors the two checklists on a monthly basis and spot-check for accuracy.</p> <p>34. Transportation first aid kits on the bus are checked twice a year by the Washington State Patrol, which requires immediate on-site restocking and corrections. Transportation Assistants check the Transportation Backpacks for each bus on a monthly basis by using the Backpack Checklist (Checklist #4) to insure safety supply readiness.</p>

8. Facility: Firearms and Weapons	<p>35. As a part of the state’s Office of Superintendent of Public Instruction, ESD 105 follows WAC RCW 9.41.280 and 28A 600.420, prohibiting firearms and weapons on premises. In addition, EPIC has a Workplace Violence policy.</p> <p>36. Per licensing requirement WAC 170-295-5020, no firearms or other weapons are on the premises.</p>
9. Facility: Separate toileting and diapering areas	<p>37. Licensing requirements insure these areas are separate from food, cooking, eating and children’s activities.</p> <p>38. All facilities and classrooms are structured to maintain proper separation for food preparation, cooking, eating and children’s activities. The School Readiness content area assures classrooms are set-up and equipped to meet licensing requirements.</p>
10. Facility: On-going system of preventative maintenance	<p>39. The Facilities and Operations Supervisor manages preventative maintenance schedules and issues work orders for scheduled maintenance of key systems and equipment.</p> <p>40. Custodial staff schedules preventative maintenance on flooring and carpet to correspond with the end of programs and in keeping with best practices for the surface.</p>
11. Equipment and materials: CPSC and ASTM standards	<p>41. The School Readiness Content Specialist orders equipment and materials to be used by children, with the consultation of other Content Specialists (Health/Nutrition or Special Services Content Specialist) as needed.</p> <p>42. The Facilities and Operations Supervisor will ensure that all equipment meets or exceeds minimum standards as set by ASTM, CPSC, and associated trade and professional organizations or publications.</p>
12. Equipment and materials: clean, safe, disinfected	<p>43. The Health/Nutrition Content Specialist works with the Facilities and Operations Manager, USDA Manager and EPIC Controller to identify proper products for cleaning, sanitizing and disinfecting. The Health/Nutrition Content Specialist works with classroom staff to assure proper classroom use of products. The Facilities and Operations Manager works with custodial staff to assure proper over-all facility use of products. The USDA Coordinator works with kitchen staff to assure proper kitchen and food service use of products.</p> <p>44. Refer to “Cleaning, Sanitizing and Disinfecting” and “USDA Operating Standards”</p>
13. Equipment and materials: age appropriate accessibility	<p>45. The School Readiness Content Specialist and Coaches insure each classroom and playground area only has age appropriate items.</p>

<p>14. Equipment and materials: designed for appropriate supervision</p>	<p>46. The School Readiness Content Specialist and Special Services Content Specialist order equipment and materials that allow for appropriate supervision of children. These Content Specialists, along with coaches, work with staff to appropriately place equipment and materials in the classroom to allow for optimum child supervision. Classroom staff zoning occurs for child supervision.</p> <p>47. The School Readiness Content Specialist, Health/Nutrition Content Specialist and Facilities and Operations Manager work together in providing outdoor playgrounds designed and equipped to allow for optimum child supervision. Playground staff zoning occurs for child supervision.</p>
<p>15. Infant and Toddler play areas</p>	<p>48. All facilities have separate indoor and outdoor play areas for infants and toddlers. These age-groups are not present in these areas with pre-school children.</p> <p>49. In the case of inclement weather, Center Managers arrange indoor play schedules to avoid infant and toddlers being in play areas where preschoolers are present.</p>
<p>16. Facilities: Preventative maintenance</p>	<p>50. PM Direct manages preventative maintenance schedules and issues work orders for scheduled maintenance of key systems and equipment.</p> <p>51. Facilities and Operations Supervisor will coordinate preventative maintenance tasks with contractors and center management to ensure efficiency and maximize equipment life cycles.</p>
<p>17. Background Checks</p>	<p>52. EPIC is subcontracted with to be responsible for Human Resources services. They obtain and maintain staff personnel files with all required background checks through their Human Resources department. A new staff person is assisted with creating a MERIT account, which is the licensing state-wide system for early childhood background checks and professional development. Upon setting up their MERIT account, staff are also assisted in completing their portable background check application and paying the application fee. After the application is processed, Human Resources schedules and pays for the fingerprinting check through the Department of Early Learning. Staff notify Human Resources when they have received their cleared background check; they provide a copy for their Human Resources file. Human Resources tracks background checks and reviews them on a monthly basis. Background check information is also entered into Child Plus by Human Resources.</p>

<p>18. Safety Training: Staff with regular child contact</p>	<p>53. Within 90 days of hire, all staff with regular contact with children receive required Performance Standard and applicable licensing requirements safety training, as applicable to their position. Much of this onboarding training occurs prior to working with children. The Human Resources Manager, Transportation Coordinators and center management staff insure this occurs by scheduling with the appropriate trainers. This training includes:</p> <ul style="list-style-type: none"> • Prevention and control of infectious diseases • Prevention of SIDS and use of safe sleeping practices • Medication administration with proper parental consent • Prevention and response to emergencies caused by food and allergy reactions • Building and outdoor premises safety, including protection from hazards, bodies of water, and traffic • Prevention of shaken baby syndrome, abusive head trauma and child maltreatment • Handling/storing hazardous materials and disposal of such • Precautions in transporting children • First Aid and infant/child CPR • Recognizing and reporting of child abuse and neglect <p>54. See "Staff Training Chart."</p>
<p>19. Safety Training: Staff without regular child contact</p>	<p>55. Within 90 days of hire, staff without responsibility for or contact with children, receive training on required Performance Standards, applicable licensing requirements, and program- developed health and safety measures, as applicable to their position's responsibilities. Site emergency and disaster preparedness procedure training also occurs. Much of this onboarding training occurs shortly upon hire. The Human Resources Manager and center management staff insure this occurs by scheduling with the appropriate trainers.</p> <p>56. See "Staff Training Chart."</p>
<p>20. Hygiene practices</p>	<p>57. All staff systematically and routinely maintain hygiene practices during:</p> <ul style="list-style-type: none"> • Toileting, hand washing and diapering. Hygienic practices are also addressed by licensing requirements. See Health Services Policy #210 and Rest Time Policy #211. (Maria and Melinda have to change the current Rest Time policy to reflect concerns CV licensor had.) Refer to protocols/procedures about "Diaper Changing," "Toilet Training," "Hand washing," "Cleaning/Sanitizing/Disinfecting," and "Infant & Toddler Safe Sleep and SIDS Prevention." • Food preparation. Hygienic practices are also addressed by licensing and USDA CACFP requirements. Refer to USDA Operating Standards. • Exposure to blood and body fluids insures handling consistent with OSHA standards. See Blood Borne Pathogens Policy #550.

21. Administrative safety procedures

58. The ESD grantee has established protocols/procedures for the below topics. Staff are trained on these protocol/procedures at pre and in-service trainings. The onboarding of new employees also includes training on the applicable topics.

- Emergencies are addressed through the Disaster Plan, “Emergencies, Illness and Accidents Protocol” and “Staff Quick Reference Guide for Emergencies.” This reference guide covers the topics of shelter in place, child abuse, body fluids spill, field trip incident, emergency lockdown: intruder alert, kidnapping: missing child, bomb threat, building and site evacuation procedures, emergency fire alarm and medical assessment. See appropriate program year’s “Classroom Information Board,” “Program Postings and Availability,” “Site Emergency Binder Information,” and “Emergency Binder Contents.” All this information makes sure emergency information is readily available.
- Fire prevention and response is addressed through the “Staff Quick Reference Guide for Emergencies,” monthly fire drills and Fire and Safety Checklist (Forms Safety # 5 & Safety #6)
- Protection from contagious disease and information/reporting of contagious diseases is addressed through “Daily Health Check and Exclusion for Ill Children Protocol.” Refer to Signs and Symptoms—Inclusion, Exclusion, Dismissal (HDN #77). The Early Learning Nurse and/or Center Manager, is responsible for insuring specific contagious diseases are reported to the Health District and parents are informed. The Family Advocate will consult with the Early Learning Nurse prior to sending out any parent notification about specific classroom health concerns.

**21. Administrative safety procedures
(CONTINUED)**

- Handling, storage, administration , and record of administration of medication is addressed through the “Medication Administration and Storage Protocol.”
- Procedures/systems to insure children are only released to an authorized adult is done by using the Emergency Information Form (Child File #9), classroom Emergency Binder, site sign-in and out security procedures for children, Transportation Loading and Unloading procedures, Transportation Policy #215-Safe Arrival and Departure and Transportation Policy #230. Staff continually up-date the Emergency Information Form (Child File #9) with parents to insure information is current and also up-date any legal information pertaining to the child. Children are released to individuals with prior written consent given on the Emergency Information Form (Child File #9) and photo ID. See “EHS Health and Transportation Safety and Classroom Sign In/Out Procedures.”
- Child specific health care needs and food allergies are posted in the classroom and kept in the Emergency Binders as Health Care Plans, Medical Alerts and Request for Special Dietary Accommodations forms (Health forms #14-17 and #42, USDA form #16) and Classroom Allergies (HDN#30). Refer to ESD 105 Health Care Plan and Medical Alert Procedures. Plans of action are included on these forms, as well as the “How To Respond to Emergencies” handbook in each classroom. The Early Learning Nurse reviews all Health Care Plans and Medical Alerts to insure there is thorough completion of the form(s). The parent and/or Early Learning Nurse provide any needed training for the condition. Staff sign off the on form when they understand the condition and feel comfortable completing any emergency actions needed. See “EHS Health and Transportation Safety and Classroom Sign In/Out Procedures.”

<p>21. Administrative safety procedures (CONTINUED)</p>	<ul style="list-style-type: none"> • <u>Disaster preparedness plan</u> is addressed through the Disaster Plan, “Emergencies, Illness and Accidents Procedures” and “Staff Quick Reference Guide for Emergencies.” This reference guide covers the topics of shelter in place, child abuse, body fluids spill, field trip incident, emergency lockdown: intruder alert, kidnapping: missing child, bomb threat, building and site evacuation procedures, emergency fire alarm and medical assessment. Crisis / Disaster Drills (including lock downs) are completed 8 times per year. • See the “Medication Administration/Storage Protocol” which addresses the procedures used to insure safety and health of the child needing the medication and safety other children in the center. See Medication Administration/Storage Procedure/Protocol. • The grantee utilizes ESD’s “InPointe” electronic alert system which simultaneously notifies key ESD and EPIC Crisis Response Team staff by text message and email about security at the sites and other emergent hazards (fires, suspicious activity, police activity in area, petroleum spills, etc.) This ESD system can also facilitate connection with first responders and keep key staff informed of developments as they occur. • <u>EHS Socialization only</u>: Procedures and applicable forms are in place to insure safety and preparedness for emergencies for all individuals attending EHS socializations. Refer to “EHS Health and Transportation Safety and Classroom Sign In/Out Procedures,” Transportation Request for EHS Parents (Trans #25) and EHS Additional Child File (EHS #11a & #11b).
<p>22. Safety Incidents</p>	<p>59. The grantee reports any significant health and safety incidents to Head Start in accordance with 1302.102(d)(1)(ii). This includes any reports involving</p> <ul style="list-style-type: none"> • Staff or volunteer compliance with federal, state, travel or local laws addressing child abuse and neglect or laws governing sex offenders. • Incidents that require classrooms or centers to be closed for any reason • Legal proceedings by any party that are directly related to program operations • State licensing revocation • See Performance Standard Protocol for 1302.102(d)(1)(ii).

<p>23. Other pertinent information involving health and safety</p>	<p>58. "Program Postings and Availability" includes items that need to be posted and where they are posted in the center. See "Program Postings and Availability" for each program and program year.</p> <p>59. Emergency Binders keep all pertinent information on children in one notebook for each program and program year classroom. See "Emergency Binder Contents" for each program and program year and Emergency Binder (Child File #22).</p> <p>60. Refer to Policy #205 Animals in the Classroom which outlines the procedures for animals to visit or be housed in classrooms to insure health and safety.</p> <p>61. The "Classroom Information Board" identifies items that need posted in the classroom. See "Classroom Information Board" for the specific program and program year.</p> <p>62. See "Bike Helmets" for procedures to insure the proper care and use of bike helmets for preschool children.</p>
<p>23. Other pertinent information involving health and safety (CONTINUED)</p>	<p>63. Materials used to post items in classrooms, hallways and other places accessible to children</p> <ul style="list-style-type: none"> • Care will be taken to only use materials to post on walls that cannot become an endangerment to a child. • Placing bulletin boards on walls is a means of reducing damage to walls from postings. • Staff should use the material that damages walls the least, but will work. Items that need to be posted for an entire program year will need posting materials that will be sturdy and long-lasting (i.e. using a staple gun for classroom charts placed in the circle area). • Classroom wall composition varies. One posting material may work in one classroom and not in another. Staff will need to see what works on their walls. • Staples from an office stapler normally used for stapling papers together will not be used in classrooms. The staples come out too easily. • Laminating items that will be posted often makes it easier to post and will usually last longer as a posting. • Push pins will not be used. • Nails, screws, hooks, cup hooks, etc. can be used, but make sure they are securely in the wall with no possibility of pulling out. • A staple gun can be used to attach the back of a clear plastic sheet protector to a wall or bulletin board. Then multi-paged postings can be placed in the sheet protector. The posting can be easily pulled out to review. • Staff may request various types of materials (i.e. double sided tape, classroom tape, clear wide sticky tape, double sided posting tabs like 3M, 3M hooks with a sticky back to attach to the wall, etc.) EPIC's purchasing department has an assortment of materials that can be ordered. <p>64. Refer to "ESD Protocol on Sunscreen" about the use of sunscreen.</p>