

# **Health and Safety**

**0520-12-01-10**



**Shelby County Schools**

**Division of Early Childhood**

**TDOE Notebook**

## **Health and Safety 0520-12-1-10**

- ❖ Current and comprehensive first aid information shall be available to all staff who interacts with children.
- ❖ Current and complete immunization records are on file for each child before program participation.
- ❖ Allergies are noted on the data sheets.
- ❖ Health records are on file for all students.
- ❖ Proofs of medical or religious exemptions are noted in student files.
- ❖ Special needs records are maintained by the special education clerical.
- ❖ Children are observed daily for any accidents or injuries.
- ❖ Any injuries or serious illnesses are report to parents immediately.
- ❖ Symptomatic children are excluded and parents notified.
- ❖ Children are checked upon arrival.
- ❖ All parents are notified of communicable disease.
- ❖ Universal precautions are followed when handling bodily fluids.
- ❖ Accidents and injuries or children are reported and accident forms filled out.
- ❖ Medications are administered with doctor's instructions (see Medication Policy).
- ❖ Medications are labeled with child's name and instructions.
- ❖ Medications are not handled by students.
- ❖ Medical records clerk administers and logs all medication.
- ❖ All medicine stored in a locked place, away from food.
- ❖ Parents must pick up unused medicine.
- ❖ Smoking is not permitted on the premises of a childcare program.
- ❖ Alcoholic beverages, tobacco, or illegal drugs are not permitted on school grounds.
- ❖ General cleaning sanitized by approved solutions daily.
- ❖ Staff has TB Test with negative results. (On file in HR Department)
- ❖ Caregivers wash hands and are aware of cleanliness procedures.
- ❖ Surfaces are cleaned after contamination.
- ❖ Staff members are trained in CPR.
- ❖ A Staff member with 3 hours of first aid on duty.

- ❖ First aid information is available.
- ❖ Firearms are not on the premises.
- ❖ Dangerous utensils are secured and not available to children.
- ❖ A written disaster plan is available.
- ❖ Children practice emergency drills and logs of drills are maintained.
- ❖ Suspected abuse or neglect is reported to DCS.
- ❖ Appropriate procedures are followed during the investigative process.