

	DHS Head Start Program Policy		
PDM 16			
SUBJECT	Staff Safety Training		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
PAGE: 1 of 2			

Policy:

All Head Start Program staff must receive an initial orientation within three months of hire, and annual/ongoing training in all State, Local, Tribal, Federal, and program-developed health and safety requirements to ensure the safety of children, families, and staff. The Head Start Program, including the Head Start Grant Recipient, Education Service Providers, and contractors, will develop and implement procedures to ensure the following safety training requirements are met and documented as appropriate based on staff roles.

At a minimum, safety training will include:

- A. The prevention and control of infectious diseases;
- B. Prevention of sudden infant death syndrome and use of safe sleeping practices;
- C. Administration of medication, consistent with standards for parental consent;
- D. Prevention and response to emergencies due to food and allergic reactions;
- E. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- F. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- G. Emergency preparedness and response planning for emergencies;
- H. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- I. Appropriate precautions in transporting children, if applicable;
- J. First aid and cardiopulmonary resuscitation; and,

K. Recognition and reporting of child abuse and neglect.

Performance Standards:

1302.47(4);