

1304 Operations - Module Three

This Head Start Standards Training Module includes parts of 1304.22
- parts of 1304.23
Pages 125 - 127

Office of Human Development Services,
HHS

§ 1304.22

- pushing, crawling, walking, and climbing; and
 - (ii) Creating opportunities for fine motor development that encourage the control and coordination of small, specialized motions, using the eyes, mouth, hands, and feet.
 - (c) *Child development and education approach for preschoolers.*
 - (1) Grantee and delegate agencies, in collaboration with the parents, must implement a curriculum (see 45 CFR 1304.3(a)(5)) that:
 - (i) Supports each child's individual pattern of development and learning;
 - (ii) Provides for the development of cognitive skills by encouraging each child to organize his or her experiences, to understand concepts, and to develop age appropriate literacy, numeracy, reasoning, problem solving and decision-making skills which form a foundation for school readiness and later school success;
 - (iii) Integrates all educational aspects of the health, nutrition, and mental health services into program activities;
 - (iv) Ensures that the program environment helps children develop emotional security and facility in social relationships;
 - (v) Enhances each child's understanding of self as an individual and as a member of a group;
 - (vi) Provides each child with opportunities for success to help develop feelings of competence, self-esteem, and positive attitudes toward learning; and
 - (vii) Provides individual and small group experiences both indoors and outdoors.
 - (2) Staff must use a variety of strategies to promote and support children's learning and developmental progress based on the observations and ongoing assessment of each child (see 45 CFR 1304.20(b), 1304.20(d), and 1304.20(e)).

"Provides each child with opportunities for success to help develop feelings of competence, self-esteem, and positive attitudes toward learning; ..."

[61 FR 57210, Nov. 5, 1996, as amended at 63 FR 2313, Jan. 15, 1998]

§ 1304.22 Child health and safety.

(a) **Health emergency procedures.** Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:

- (1) Posted policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention;

125

Test Questions:

Select the correct option.

1. Encouraging the development of self-awareness, autonomy, and self-expression (1304.21)

- a. would be considered part of social and emotional development.
- b. would be considered part of motor skill development.
- c. becomes essential after the child reaches 3 years old.
- d. is an essential skill in dealing with the parents of Early Head Start children.

2. Ensuring that the program environment helps children develop emotional security and facility in social relationships (1304.21)

- a. is part of the implementation of the curriculum.
- b. is the job of the Mental Health Coordinators
- c. is the goal of the IEP.
- d. is the primary responsibility of the Disabilities Coordinator.

3. Knowledge of policies and procedures to respond to medical and dental health emergencies (1304.22)

- a. is the responsibility of Teachers and Managers.
 - b. is the responsibility of the Disabilities Coordinator and Health Staff.
 - c. is the responsibility of all staff.
 - d. is the responsibility of parents.
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§ 1304.22

- (2) Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and authorization for emergency care for each child must be readily available;
- (3) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly (see 45 CFR 1304.53 for additional information);
- (4) Methods of notifying parents in the event of an emergency involving their child; and
- (5) Established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, or Tribal laws.

"Posted emergency evacuation routes and other safety procedures for emergencies ..."

(b) *Conditions of short-term exclusion and admittance.*

- (1) Grantee and delegate agencies must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness, that cannot be readily accommodated, from program participation in center-based activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

45 CFR Ch. XIII (10–1–05 Edition)

- (2) Grantee and delegate agencies must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level through reasonable modifications in the grantee or delegate agency's policies, practices or procedures or by providing appropriate auxiliary aids which would enable the child to participate without fundamentally altering the nature of the program.
- (3) Grantee and delegate agencies must request that parents inform them of any health or safety needs of the child that the program may be required to address. Programs must share information, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.

(c) *Medication administration.* Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedures must include:

- (1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;
- (2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;
- (3) Obtaining physicians' instructions and written parent or guardian authorizations for all medications administered by staff;
- (4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;
- (5) Recording changes in a child's behavior that have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child; and
- (6) Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

"Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents; ..."

(d) Injury prevention. Grantee and delegate agencies must:

- (1) Ensure that staff and volunteers can demonstrate safety practices; and
- (2) Foster safety awareness among children and parents by incorporating it into child and parent activities.

(e) Hygiene.

- (1) Staff, volunteers, and children must wash their hands with soap and running water at least at the following times:
 - (i) After diapering or toilet use;
 - (ii) Before food preparation, handling, consumption, or any other food related activity (e.g., setting the table);
 - (iii) Whenever hands are contaminated with blood or other bodily fluids; and

Test Questions:

Select the correct "True" or "False" option.

4. Grantee and delegate agencies must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness, that cannot be readily accommodated. (1304.22)

- True False

5. **Grantee and delegate agencies are not required to maintaining an individual record of all medications dispensed.** (1304.22)

True False

6. **Staff must wash their hands with soap and running water or use a bacteria fighting solution whenever hands are contaminated with blood or other bodily fluids.** (1304.22)

True False

**Office of Human Development Services,
HHS**

§ 1304.23

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| <p>(iv) After handling pets or other animals.</p> <p>(2) Staff and volunteers must also wash their hands with soap and running water:</p> <p>(i) Before and after giving medications;</p> <p>(ii) Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids); and</p> <p>(iii) After assisting a child with toilet use.</p> <p>(3) Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.</p> <p>(4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S.</p> | <p>Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials with a secure tie.</p> <p>(5) Grantee and delegate agencies must adopt sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program and staff. Grantee and delegate agencies must ensure that staff properly conduct these procedures.</p> <p>(6) Potties that are utilized in a center-based program must be emptied into the toilet and cleaned and disinfected after each use in a utility sink used for this purpose.</p> <p>(7) Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child.</p> |
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Test Questions:

Select the correct "True" or "False" option.

7. Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart.

(1304.22)

True False

8. First aid kits must be accessible to staff members at all times, but must be kept out of the reach of children. (1304.22)

True False

9. All Early Head Start and Head Start grantee and delegate agencies must use funds from the USDA. (1304.23)

True False

Last Name _____

First _____ Initial ____

Location _____

Answers: 1-a, 2-a, 3-c, 4-T, 5-F, 6-F, 7-T, 8-T, 9-T