

## Emergency Care Form Procedure

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1. Emergency Care Form must be completed prior to child's start date in the classroom.
2. Direct Service Team members are responsible for keeping the Emergency Care Form in the file AND the Emergency Care Form in the Emergency backpack up to date at all times.
3. Each section of the Emergency Care Form must be filled out completely.
4. Health Status section:
  - a) If the child does not have medical coverage, Doctor or Dentist, give resources and write, "resources given" in the section requiring follow-up.
  - b) Follow-up with the guardian to update information.
  - c) Update the Emergency Care Form in the file and in the Emergency back pack.
  - d) The person receiving the updated information is responsible for updating the Emergency Care Form in the file and in the Emergency backpack.
5. Ensure each section of the Emergency Treatment Consent is initialed by the guardian.
6. If the guardian checks either "Special Instructions" or "Restraining Order" highlight and provide an explanation on an attached document.
  - a) Make a copy of the Emergency Care Form that has "Special Instructions" or "Restraining Order" checked.
  - b) The original goes in the family file and a copy goes in the Emergency backpack.
7. Emergency Care Forms with "Special Instructions" or "Restraining Orders" must be listed on the Pick-up Alert. See "Pick-Up Alert Procedure".
8. Ensure Parent/Guardian Signature and date are completed.