

Emergency Care Form and Pick-Up Alert Procedure

Emergency Care Form Procedure

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 below for Pick-Up Alert Procedures).
8. Ensure Parent/Guardian Signature and date are completed.

Pick-Up Alert Procedure

1. Emergency Care Forms with "Special Instructions" or "Restraining Orders" must be listed on the Pick-up Alert.
2. Instructions and information on the Pick-up Alert should be clearly written so they can be easily followed by anyone new to the classroom.
3. A picture of the child with clear instructions of who cannot pick up the child should be kept up to date on the Pick-Up Alert. If possible, a picture of the person not allowed to pick up the child should be added to the Pick-Up Alert.
4. The Pick-Up Alert is posted on the refrigerator maintaining confidentiality at all times.
5. The Family Advocate or Site Supervisor is responsible for turning in a copy of the Pick-Up Alert to the Family Services Program Manager. Anytime a change is made, the Pick-Up Alert is dated as of the day of the revision and an updated copy is given to Family Services Program Manager.
6. Special Directives (i.e. restraining orders, custody papers, parental instructions concerning pick-up, etc.) are kept in the Enrollment section of the family file.