

## HEALTH ALERT PROCEDURE

### **1302.41 Collaboration and communication with parents.**

(a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

(b) At a minimum, a program must:

(1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and,

(2) Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention

### **PURPOSE:**

To have a place to quickly inform all classroom staff (including substitutes) of children with special health conditions and the classroom plan for responding appropriately to those children.

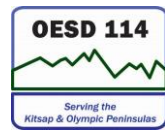
### **HOW:**

1. At enrollment, parents/guardians identify any condition affecting their child which could require special handling in the classroom. These include food or other allergies, asthma, seizures, chronic illnesses and other conditions requiring a special plan or awareness.
2. Health staff clearly word any Health Alert information and instructions so they can be easily followed by anyone in the classroom. See "Health Alert Form".

**For example:**

Child Name Picture of Child	Concern	What Happens	Classroom Plan
Joey Doe (picture)	ASTHMA triggered by colds and cigarette smoke	<ul style="list-style-type: none"> <li>• Begins to cough continuously</li> <li>• Then will start to wheeze (first makes sounds when breathing out, then later, when breathing in)</li> </ul>	<ol style="list-style-type: none"> <li>1. If Joey begins continually coughing, have him sit quietly, close eyes and picture ocean waves.</li> <li>2. Call mom, Mary, at 555-1234 to pick up</li> <li>3. If no answer, call people on Emergency Care form.</li> <li>4. If wheezing starts, use inhaler according to directions. (both located in medication box)</li> </ol>
Rosey Doe (picture)	No IMMUNIZATIONS	Health District has authority to exclude child in case of disease outbreak.	List immunizations and due dates.

3. The Health Alert is initially developed prior to the first day of class and updated as needed. Classroom and health staff review it together to make sure information and procedures are clearly understood. A copy is sent to the Family Services Program Manager any time it is updated.
4. Under special circumstances, staff or parents/guardians may also be included if necessary.
5. Health Alerts are updated each time a child is enrolled who has a health condition or as health conditions arise in currently enrolled children. Children are removed from the Health Alert when they withdraw. Any time a change is made, the Health Alert is dated as of the day of the revision and a copy is turned in to the Site Supervisor for review. The site Supervisor will initial that they have reviewed the updated Health Alert and will turn the Health Alert in to the Health Program. The Family Services Program Manager will review the updated Health Alert and will keep the copy of the Health Alert.



6. Health Alerts are posted on the refrigerator or in another prominent place and are covered so information will be read only by those who have a need to know such as staff and substitute teachers. A copy of the Health Alert is kept in the emergency backpack.
7. If there are no Health Alerts the Health Alert cover is posted on the refrigerator and in the emergency backpack noted "no health alerts in the classroom".
8. There may be times when a child's condition appears to require no special classroom plan. List the condition anyway so staff are aware of all possibilities. (For example, a birthmark which could be mistaken for a bruise.)
9. Health Alerts are reviewed at monthly Direct Service Team meetings.