

Emergency Care Form Procedure

Regulations
WAC: 110-300-0460

Purpose

To support emergency contact and consent for emergency treatment for each enrolled child.

Guidance

1. Emergency Care Form must be completed prior to child's start date in the classroom by teaching staff.
2. All direct services staff are responsible for keeping the Emergency Care Form attached in Child Plus AND the Emergency Care Form in the Emergency backpack up to date at all times.
3. The person receiving the updated information is responsible for updating the Emergency Care Form in the Emergency backpack and uploading the newest version into Child Plus.
4. Each section of the Emergency Care Form must be filled out completely.
 - a. Allergies-if the child does not have any allergies, write none
 - b. Ongoing medical/health conditions-provide detail as available.
 - i. For example: Asthma-brought on by seasonal allergies
 - c. Current Medications: if the child does not take medications on a regular basis, write none
 - d. Medical Coverage: If the child does not have medical coverage, write none.
 - e. Doctor or Dentist: clinic name and/or physician name must be included. Phone number and fax numbers must also be present. If the family does not know this information, use Child Plus Community Resources to access up to date information.
5. If the guardian checks there are legal restrictions from child contact, an explanation and current documentation must also accompany these instructions. These must be listed on the Pick-Up Alert.
6. A copy of the Emergency Care Form (as well as a copy of any legal documents) must go in the Emergency Backpack and attached in Child Plus. If a new document is completed at any time with the parent, the old one in the Emergency Backpack can be shredded. The attachments in Child Plus will not be deleted.
7. Ensure Parent/Guardian Signature and date are completed.
8. If a family needs to update any part of the Emergency Care Form, a new form needs to be completed. Any new form should be placed in the Emergency Backpack and attached in Child Plus. Teachers should check in with families at conferences to determine if any updates are needed.
9. New forms should be completed annually regardless if there are any changes.
10. Discuss with family the importance of timely pick up while completing this form.