

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Subpart D- Health Program Services	PC Approval Date: 8/2/05, 1/18/18
Title: First Aid/CPR/Food Handlers Certificate	Updated:11/3/17
Policy #: HS-46	NI Board Approval: 9/12/19
Forms Required:	
Performance Standards: 1302.47, CCD 414-300-0120	Page 1 of 2

Policy: All staff will obtain CPR and First Aid training. All staff who work in the classroom and kitchen will obtain their food handlers certification.

Purpose: Head Start & Early Head Start recognizes the critical importance of providing a safe environment for program services. By requiring First Aid/CPR and Food Handler training, staff is able to provide emergency procedures, life-saving skills, and take preventative measures to assure safety. Training in First Aid/CPR and Food Handlers also raises awareness of preventative measures that contribute to the overall health and safety of children and families.

Procedure:

All Head Start staff & EHS will obtain their CPR/First Aid Certification within 60 days of hire. For employed Head Start & EHS staff CPR/First Aid certification must be kept current during employment.

- A. All Head Start & EHS staff who are required per their job description will obtain their food handlers certification prior to first day of work. For employed Head Start & EHS staff food handler's certification must be kept current during employment.
- B. The Program Support Specialist will work with the Health Services Manager to arrange CPR/First Aid trainings for each program year. Each Head Start & EHS staff is required to have infant, child, and adult CPR training.
- D. To assist employees, Head Start & EHS will provide First Aid/CPR trainings each program year. Current employees not attending the scheduled sessions must arrange training during non-work time and at their own cost. If there is not a class offered by Head Start & EHS before the expiration date of the employee's card, the employee is responsible for arranging training during non-work time and at their own cost. Approved training fees will be reimbursed by Head Start & EHS. Staff who expire over summer furlough periods will be able to attend preservice if signed up to attend an approved class prior to children attending school.
 - 1. Community Resources for training include, but not limited to:
 - a. Child Care Resources
 - b. St. Charles Hospital
 - c. American Red Cross
 - d. Central Oregon Community College
 - e. Local Fire Departments
- E. Human Resources notify staff of impending expiration dates by email. Head Start & EHS Supervisors receive a copy of the staff email sent to the employee by Human Resources for their supervisory records.

F. Prior to all expired certifications, Human Resources, issues a “Suspended Without Pay” notice to the employee, copied to the supervisor and Early Care and Education Deputy Director, communicating that if the certification is not renewed and submitted to Human Resources by the expiration date, the employee will be suspended from the workplace on the expiration date, without pay, until the certification renewal is completed unless the situation occurs over summer furlough. In those instances staff must be signed up for an approved CPR/First Aid class prior to the date children attend school.