

## **HEALTH & SAFETY COORDINATOR**

Board Member

**AVAILABILITY REQUIREMENT:** Attend monthly Board meetings, August through June. At the end of the previous school year, meet with the previous job holder to go through job and find out who the current MSDE contact is. Must be able to work with Membership Coordinator in August and with state and county agencies throughout the year. Must be available 1 day during the week prior to school starting (teacher prep week) and on the first day of school for each class (only if forms are still missing). Majority of work is during the summer. Required returning member.

### **A. HEALTH & SAFETY FORMS**

1. Distribute Health forms packets to following year's members. Place packets in folders of returning members before the May general meeting. Distribute packets to new members at the May general meeting. Only children who are new to the school need all the forms completed. Returning students only need to update certain forms, see below. This is so the parents can get Health forms prepared during summer. Please attach checklist to the front of the packet. The checklist should include a large yes/no box next to the statement "my child has an allergy or speech, vision, hearing, custody issue, details inside".

Packets should include:

- a. Emergency Form (parents must attach a current photo of child)
- b. Health Inventory (including Immunization Certificate and Lead Screening information)
- c. Parents guide to Child Care Regulation (parents should return tear-off portion)
- d. All About My Child (with instructions)
- e. Photo/video release form.
- f. Allergy form (if necessary)
- g. Medication Administration Authorization Form (if necessary)

\*The checklist should suggest that parents keep an extra copy of all completed forms for their own records.

The Membership Coordinator will distribute the above-mentioned forms to all NEW members after the May meeting.

Returning students need the following forms updated:

- a. Emergency Form (parents must attach a current photo of child)
- b. Immunization Certificate (only if child received more required vaccinations)
- c. All About My Child (with instructions)
- d. Allergy Form (if necessary)



- e. Medication Administration Authorization Form (if necessary)
2. HEALTH & SAFETY FORMS SUBMISSION
- Collect all completed health and safety forms from families prior to the start of school.
- a. Submission Deadline: All Health & Safety forms should be mailed to the Health & Safety coordinator by July 15.
  - b. Should any families be missing forms at the start of school, you will need to be at school on the first day of each class (each class for which there are students missing forms) to inform parents that their child(ren) will not be permitted to join the class until their completed forms have been turned in. Notify the Class Chair of any family who has not submitted the required forms after the first day of class, so that the Class Chair and/or the Board can follow up with the family and ensure that the child does not start school until the necessary forms have been submitted.
3. Review all forms as they are turned in to ensure that they are complete. Examples of things to look for are:
- a. The emergency card must be filled out completely (no blanks, can write in N/A if it does not apply to them). No parent may leave a child at the school prior to this card being turned in. A current photo must be attached to the card.
  - b. Check that all immunizations are up to date. Consult the Immunizations Requirements from the MD Health Department and found also at [www.edcp.org](http://www.edcp.org).
  - c. Check on the Health Inventory that the statement at the bottom of the page in part 2 “I conducted a physical exam of the above-named child on and find he/she IS/IS NOT medically cleared to attend child care or school” is:
    - i. signed by the physician
    - ii. date is within one year of the first day of school when the child was first admitted
    - iii. Checklist is properly filled out and parent signatures are on all required forms.
4. Maintain the health and safety file and ensure that the file (and all completed forms) are kept at the school. In August, label a file folder for each student enrolled in the school. The following items are required by the state of Maryland to be in each folder:
- a. Emergency Information Card with photo
  - b. Health Inventory (with Immunization Certificate)
  - c. Signed portion of Parent’s Guide to Regulated Child Care pamphlet
  - d. Allergy and Medication Authorization forms (if necessary)
5. Inform teachers if any children do not get immunized due to religious beliefs. This information will be found on the immunization form.
6. Be sure the teachers get details about children with special situations such as allergies, speech, vision, or hearing problems, or custody issues (teachers can read the files -



Emergency form, Health Inventory, and All About My Child – to get this information). The teachers should be instructed to inform the Administrative Liaison and the Subs about issues that are relevant to them. Keep all the information confidential.

7. Food allergies -
  - a. Notify teachers and class chairs about food allergies in the classes.
  - b. Give out the allergy packet (containing the Food Allergy Guidelines and Snack Policy) to the class chair when there is a food allergy in the class. The class chair will pass out this packet to the class.
  - c. Post a waterproof sign over the sink for listing allergies in each class (no student names).
  - d. Notify the parents of children with medication to be kept at school that they need to turn the medication into the teachers during the teacher preparation week.
8. For 2 years after the students leave the school, we are required to keep all children's forms in the Health and Forms Archives box at school.
9. Discuss the Allergy forms and Medication Administration Authorization Forms with the teachers to find out where they would like the forms.
10. Give additional forms to the teachers:
  - All About My Child form (as early as possible so the teachers can review the form)
  - Photo and Video Release form

#### B. EMERGENCY FORMS

1. The original should be placed in the health forms box/binder.
2. A digital version of the emergency form should be stored on Google Drive, where the teachers and board members designated as backup contacts for each class can access it in case of an emergency.
3. Keep additional copies of all blank forms in the file box (reorder when necessary). Additional copies can be found at <http://www.MSDE.state.md.us/cca/license/forms.htm>

#### C. FOOD ALLERGY DOCUMENTS

1. Manage the food allergy documents, including the Food Allergy Guidelines, and the Snack Policy.
  - a. Update the information as necessary and provide updated copies to secretary in order to be included in the handbook. Also, give updated copies to class chairs, teachers, families with allergies, and the president.
  - b. Give copies of the food allergy documents to the class chairs as necessary.

#### D. CLASSROOM SAFETY

1. Maintain and regularly check the first aid kit. Make sure supplies (mainly band aids) are



kept in abundance at all times. (Note that according to MSDE, no medicine, alcohol, Neosporin, antiitch, etc. is allowed at school and thus should not be included in the first aid kit.) Any medication that has to be kept at school should be placed in the first aid kit and locked up. It should be labeled clearly with the child's name, dose and when to use. There is a medication form that should be in the child's folder and also with the medication (OCC1216). If applicable, include the Allergy Action Plan form as well.

2. Maintain the emergency backpack. Make sure supplies are up to date. Make sure the emergency lockdown snack is adequate. This is found in the kitchen above the stove (locked in the cabinets). This is usually bottles of water and a non-perishable snack- Cheerios and raisins, for example.
3. Collect new emergency forms from newly hired Teachers and put them with the rest of the forms. Make sure returning teachers have reviewed their forms and put a check on them to indicate this step has been completed. This is in case there is an emergency where the Teachers need emergency medical care. Copies of these forms should be distributed to the Administrative Liaison, Secretary, Treasurer, and put in the emergency backpack.
4. Check room weekly for health and safety hazards. Check for glass and other dangerous debris in the play area outside. The teachers are usually on top of this.
5. Check regularly for signs of mice and cockroaches. If you find them, report to the Vice President/Business Manager, who will contact the landlord for action. The teachers are usually on top of this.
6. If there is an infectious disease making the rounds, contact the President and the Class Chairs. Then send an email to advise parents of the disease (post signs on the front door, if necessary; the sign should not specify the child's name.) Be aware that some people are bound to be very anxious about exposure (due to travel plans, a newborn baby at home, etc.) and they deserve our consideration.
7. Notify the teachers of the names of children who contract a contagious illness and or head lice.

#### E. FIRE AND SAFETY INSPECTIONS

1. Annually, MSDE will conduct a safety inspection of the site. Teachers will relay the information to the Health and Safety contact. Bring to the Board's attention any violations noted on the form so that necessary repairs can be made in a timely manner. Maintain the inspection forms in their folder in the file box/binder.
2. Prepare a sheet for the Teacher to initial monthly, when a fire drill is conducted. The sheet should include time, date, # of students present and teacher signature. This sheet should be put in a place that can be seen daily to help remind the teacher to conduct the monthly fire drills.

#### F. MSDE COMPLIANCE

1. Read the Child Care Center Licensing, Rules, and Regulations booklet to make sure we are in compliance. This is published by MSDE and sent via PDF to the President. If you have any questions about forms or regulations, call the Office of Child Care, MSDE and ask to speak with a specialist, 410-750-8771.
2. Comment: For this job, experience in the medical/science field is a bonus (for going over immunization records and any medical issues). Organizational skills are necessary, as is discretion.

#### G. PHOTO RELEASE DOCUMENTATION

1. Make copies of pictures of children who do not give photo release permission and forward the name and photo to class photographers and the newsletter editor.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school.

Revisions: 03/2022 JCP