



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 the job description 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 via email to both new and returning members before the May general meeting. This is so the parents can get the health forms completed over the summer. Only children who are new to the school need all the forms completed. Returning students only need to update certain forms, see below. 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”.

Mandatory health forms include:

- a. OCC 1214 Emergency Form - use C&C CO-OP version approved by OCC; attach child’s photo to bottom right corner
- b. OCC 1215 Health Inventory - including Immunization Certificate (MDH FORM 896) and Lead Screening (MDH FORM 4620)
- c. **Parents Guide to Child Care Regulation**
- d. All About My Child
- e. Photo - attach to bottom right corner of OCC 1214 emergency form
- f. Photo/Video Release Form
- g. Checklist (should include large yes/no box next to the statement “my child has an allergy or speech, vision, hearing, custody issue, details inside”)
- h. Illness Waiver link - to be completed and signed by all parents/legal guardians and any adult assuming co-op responsibilities
- i. OCC 1216 Medication Administration Authorization Form (if necessary)
- j. OCC 1216A Asthma Action Plan and Medication Administration Authorization Form (if necessary)
- k. OCC 1216B Allergy and Anaphylaxis Medication Administration Authorization Form (if necessary)
- l. OCC 1216C Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form (if necessary)
- m. OCC 1216D Special Health Condition Individualized Care Plan Checklist (if necessary)
- n. OCC 1216E Topical Basic Care Product Application Approval (if necessary)

*Parents should keep a copy of all completed forms for their records.



The Membership Coordinator will distribute the above-mentioned forms to all NEW members who may join throughout the year.

Returning students need the following forms updated:

- a. OCC 1214 Emergency Form
- b. MDH FORM 896 Immunization Certificate - only if a child received more required vaccinations
- c. All About My Child (with instructions)
- d. Photo - attach to bottom right corner of OCC 1214 Emergency Form
- e. Photo/Video Release Form
- f. Checklist
- g. Illness Waiver Link - completed and signed/dated
- h. OCC 1216, OCC 1216A, OCC 1216B, OCC 1216C, OCC 1216D, OCC 1216E - only 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 OCC 1214 emergency form must be filled out completely (no blanks, but can write "N/A" if it does not apply to them). No parent may leave a child at the school prior to this form being turned in. A current photo must be attached to the form.
- 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.
- 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. Compile health and safety records to be kept on site. These records will be kept locked in the closet and only teachers and substitutes will have access as needed. The teachers prefer the documents to be split up as follows:

- A. Emergency Binder



- Split into 3 sections - 2's, 3's, and 4's
- OCC 1214 Emergency Forms with photo on bottom right corner for each child arranged alphabetically by class
- Front Cover - cheat sheet of allergies by class
- Front pocket - blank copies of OCC 1262 Fire Drill Forms
- Back pocket of binder - signed copy of Parents Guide to Childcare

B. Health Inventory Binder

- OCC 1215 Health Inventory + Immunization Certificate (MDH FORM 896) and Lead Screening (MDH FORM 4620) arranged alphabetically by class
- Front Cover - cheat sheet of photo/video release permission arranged alphabetically by class

C. Filing System (to be kept in a milk crate - passed down from previous health and safety coordinator)

- File for each student - arranged alphabetically by class (file colors by class - i.e. red for 2's, blue for 3', and purple for 4's)
- Each student's file should contain the following:
 - Checklist
 - All About Me
 - Photo/Video Release Form
 - Any additional information the teachers may need (i.e. IEP forms, speech forms, etc)

D. Medication Box

- OCC 1216 Medication Administration Authorization Form
- OCC 1216A, OCC 1216B, OCC 1216C, OCC 1216D, OCC 1216E (if needed)
- OCC 1216F Medication Error Incident Report Form - blank copies
- Accident/Injury Record - blank copies

5. Inform teachers if any children do not get immunized due to religious beliefs. This information will be found on the immunization form.

6. Inform the teachers about details for children with special situations such as allergies, speech, vision, or hearing problems, or custody issues - compile cheat sheet to email the teachers before the start of school alphabetically by class. The teachers will inform the Administrative Liaison and/or Substitutes on a need to know basis. All this information needs to be kept 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. Put a copy of the allergy list with names in the emergency binder for teacher reference.
- e. . 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. Email additional forms to the teachers as soon as possible - All About My Child, Photo/Video Release Cheat Sheets, Allergy Cheat sheets, PT/OT/SLP/Custody Cheat Sheets, etc.

B. EMERGENCY FORMS

1. The originals should be placed in the health forms box/binder.
2. Make 3 copies of each emergency form (with photos attached) - 1 copy for the president and 1 copy for each emergency point person (2 EEP's per class). Emergency point persons should be board members who do not have a child in that class.
3. A digital version of all emergency forms should be stored on Google Drive for access to the teachers and Emergency Point Persons in the event of an emergency.
4. Keep blank forms in the file box. Additional copies can also 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 - See Health and Safety Section of the handbook.
 - a. Update the information as necessary and provide updated copies to the 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 *(work with health and safety assistant for all below except teacher emergency forms)*

1. First Aid Kit - Maintain the first aid kit and make sure all supplies are available and within the expiration date. (Note that according to MSDE, no medicine, alcohol, Neosporin, anti-itch, 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. 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. **Teacher Emergency Forms - 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 the room and outside play space weekly for health and safety hazards. Check for glass and other dangerous debris in the play area outside. The teachers will usually tell you.
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 via email of the names of children who contract a contagious illness and or head lice and timeline for return to co-op.

E. FIRE AND SAFETY INSPECTIONS *(work with health and safety assistant for all below)*

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. OCC 1262 form for Fire Drill - blank copies should be placed in the emergency form binder for teachers to conduct monthly fire drills. 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. Share a google folder with photographs of each student and cheat sheet for those who do not give photo release permission to class photographers, newsletter editor, and class chairs.

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: 03/2023 AJA