

SOUTHWEST HRA HEAD START

Section: Administration
Subject: First Aid and CPR Certification
Revised: February 27, 2003

REGULATION REFERENCE:

Head Start Self Assessment
Child Development Associate (CDA) credential
Tennessee DHS Minimum Standards for Day Care Centers
NAEYC guide to Accreditation by the National Academy of Early Childhood Programs, revised edition

POLICY:

A staff member certified in first aid and infant/child CPR will be available on-site at all times when children are present. All staff are encouraged to maintain first aid and CPR credentials.

All teaching staff and all persons acquiring the CDA credential must have first aid certification. All staff seeking CDA renewal are encourage to acquire first aid and CPR certification.

PROCEDURE:

1. First aid and infant/child CPR certification is required for the following staff:
 - a. Staff acquiring the CDA credential (training required)
 - b. At least one staff member at each site

First aid certification is recommended for the following staff:

- a. Staff seeking CDA renewal
- b. Staff in classrooms seeking accreditation or renewal.

The Assistant Director for Admin/Career Dev. will be responsible for assuring that all staff meet their certification requirements.

2. Southwest HRA will provide or make arrangements for staff to receive appropriate training. Each August, Assistant Directors will determine training needs of their staff and will submit this information to the Assistant Director for Admin./Career Development.
3. During the year when new staff are added or an employee's status change requires first aid and CPR training, the Assistant Director for Admin/Career Dev. will contact the Assistant Director for Child Health Services to arrange CPR/First Aid Training.

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4. Staff receiving certification will instruct the organization providing training to send the certificates to the Assistant Director for Admin/Career Dev.
The Assistant Director for Admin/Career Dev. will:
 - a. Send the certificate to the employee
 - b. Send a copy of the certificate to the Personnel Office for the employee's file.
 - c. Maintain a copy in Personnel Folder

5. **Important:** Staff who are required to have certification and who do **not** participate in Southwest HRA sponsored training, will be expected to acquire certification/recertification through other sources and to submit appropriate documentation by the required date.

Recertification

6. The American Red Cross certification (first aid for child care providers) will expire three years from the date certification is awarded.

The American Heart Association Infant/Child CPR certification will expire two years from the date certification is awarded.

Normally, recertification training requires less time than initial certification. In order to be eligible for the recertification training/testing, recertification must be completed before the current certification expires.