

## **Staff First Aid and CPR Certification**

### **Policy**

Arrowhead Head Start staff will learn how to respond in the event of an accident, injury, or emergency.

### **Procedure**

- All staff in licensed classrooms will successfully complete training for CPR (adult, child, and infant) and First Aid within 90 days of employment with Arrowhead Head Start, unless the training was completed within the last three years.
- At least once annually, Arrowhead Head Start's Health Professional will arrange a First Aid and CPR training for Head Start employees. Instructors will have appropriate credentials and utilize nationally-recognized guidelines. Other guidelines to be followed include:
  - The training will be scheduled during a regular non-child contact day.
  - Head Start will pay the staff fee for the training.
  - This will be a scheduled work day for staff, with regular wages being paid.
  - All staff employed by Arrowhead Head Start, regardless of their position, will have the opportunity to participate in this training.
- If a staff person needing recertification misses the training sponsored by Arrowhead Head Start, he/she will be responsible for finding and successfully completing an approved training within 90 days of the Head Start training. The Health Professional must be contacted first to ensure the selected class meets required standards. Reimbursement will not exceed the fee paid for the Head Start-sponsored training.
- Arrowhead Head Start will pay the certification fee for any new employee who is hired at a time during the year where the Head Start-sponsored training will not be held within 90 days.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22 and Minnesota Statute 245A.40 Child Care Center Training Requirements.

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