

**Policy ID Rule 3 (R-3) CPR/AED and First Aid**

Related Regulations:	Minn. Rules, part 9503.0110, subpt. 1,2, and 3. Minn. Stat. 245A.41		
Revised by:	Health Supervisor (JH)	Revision Date:	01/01/2018
Approved by:	WCMCA Head Start Policy Council; HS Management Team	Approval Date:	05/18/2018
Responsibility:	Family Education Staff; Classroom staff; Head Start Supervisor Health Supervisor; Systems Specialist		
Timeline:	Ongoing		
Evaluation:	CPR and First Aid Card-Certificate; ChildPlus Report		
Forms:	n/a		

**Performance Objective:** State law requires that teachers and assistant teachers, and regular volunteers, in a licensed center and at least one staff person during field trips, must complete CPR and First Aid training within the first 90 days of the start of work unless the training has been completed within the previous two years.

**1.0 CPR and AED**

- 1.1 Family Education Specialists and Classroom Teaching Staff must satisfactorily complete training in cardiopulmonary resuscitation (CPR) that includes CPR techniques and for infants and children and in the treatment of obstructed airways.
- 1.2 The CPR training must be completed within 90 days of the start of work, unless the training has been completed within the previous two years.
- 1.3 The CPR training must have been provided by an individual approved to provide CPR instruction, must be repeated at least once every two years, and must be documented in the staff person's records.
- 1.4 At least one staff person who has satisfactorily completed cardiopulmonary resuscitation training must be present at all times in the center, during field trips.
- 1.5 CPR training may be provided for less than four hours.
- 1.6 Persons providing CPR training must use CPR training that has been developed:
  - a) by the American Heart Association or the American Red Cross and incorporates psychomotor skills to support the instruction; or
  - b) using nationally recognized, evidence-based guidelines for CPR and incorporates psychomotor skills to support the instruction.
- 1.7 Head Start Supervisors and Health Supervisor will assist staff to identify local trainings that meets these requirements outlined above.
- 1.8 Documentation of training will be uploaded by the Head Start Systems Specialist and kept in employees electronic file within ChildPlus and regularly monitored by the Head Start Supervisors.

## **2.0 First Aid**

- 2.1** Family Education Specialists and Classroom Teaching staff must satisfactorily complete pediatric first aid training within 90 days of the start of work, unless the training has been completed within the previous two years.
- 2.2.** The First Aid training must be completed within 90 days to complete training, at least one staff person who has satisfactorily completed pediatric first aid training must be present at all times in the center and during field trips.
- 2.3** The pediatric first aid training must be repeated at least every two years, documented in the person's personnel record and indicated on the center's staffing chart, and provided by an individual approved as a first aid instructor. This training may be less than eight hours.
- 2.4** Head Start Supervisor and Health Supervisor will assist staff to identify local trainings that meets these requirements outlined above.
- 2.5** Documentation of training will be uploaded by the Head Start Systems Specialist and kept in employees electronic file within ChildPlus and regularly monitored by the Head Start Supervisors.