

# EMPLOYEE CPR, FIRST AID, AND FOOD HANDLER'S TRAINING GUIDELINES

## GUIDELINES

### **Purpose:**

Ensure all staff working directly with children are familiar with CPR/First Aid procedures and that they are prepared to act quickly to ensure the health and well-being of each child and that all staff working in food preparation practice safe food handling procedures. Staff who are knowledgeable and well-trained are prepared to protect the children in their care.

### **CPR and First Aid Policy:**

The following staff must acquire within 30 days of hire an Infant/Child CPR and First Aid card and responsible for keeping their cards current and not letting them lapse.

- Child & Family Advocates
- Teachers
- Teacher Assistants
- Health Resource Specialists
- Bus Drivers
- Bus Monitors
- Education Managers
- Family Advocates

Online classes that offer an Infant/Child CPR and First Aid are not acceptable for purposes of obtaining or renewing this requirement.

It is recommended that all other staff periodically update their skills on pediatric emergencies and principles of first aid.

At performance evaluation time supervisors must check to see if cards are current and provide information to staff on their Professional Success Plan.

### **Food Handler's Policy:**

Key people in food preparation must have food handler certification, pursuant to ORS 624.570, within 30 days of employment or have current certification on file. Food handler's training must be kept current during employment at the center. Key people include:

- Cooks
- kitchen staff who handle food
- Classroom staff who serve meals from a communal source.
- Any staff who will be present and counted in the ratio in the classroom

**Failure to keep all cards current will result in suspension without pay and will be given 14 days to renew. Failure to do so may result in termination.**