



## 0.1 Emergency Contact Information Instruction Sheet



### **PURPOSE STATEMENT:**

The purpose of the Emergency Contact Information form is to record the families' emergency contact information, health information and authorized pick-up information.

### **TIMELINE:**

The Emergency Contact Information form is completed with the parent/guardian during enrollment and prior to the child's first day of attendance. The Emergency Contact Information is updated as needed when family information changes or classroom teacher changes.

### **STAFF RESPONSIBLE:**

Staff completing enrollment with family as well as any site staff who receive updated information about the child or family.

### **INSTRUCTIONS:**

Answer all questions on the form, checking off the appropriate answers.

**General Information:** Complete information about site, enrolled child, and parent/guardian. Check Yes or No to indicate if there are any person(s) not authorized to pick up the child from site. If yes, write the name of the person and confirm that there is a court document outlining the restrictions in the Child File.

**Insurance:** Check the type of insurance the child has for medical and dental coverage (i.e. Medi-Cal, CHDP, TriCare, Private, Other, or None). For Medical (Doctor) and Dental (Dentist), write the insurance provider, insurance ID# and issuance/effective date. Write the physician and dentist name, address, phone number and fax number. If child does not have insurance, provide a referral for family and document External Referral in PROMIS.

**Health Information:** Circle if any of the listed conditions that apply to the child. If any items are circled, write a description of the condition and the child's reaction. Check if any condition is life threatening. If yes, write an explanation. Document the physician/specialist's name and phone number. Document medications the child takes at school (related to identified conditions or not).

**In Event of an Emergency:** Staff reviews the "In the Event of an Emergency" statement with the parent/guardian. The parent/guardian signs and dates the statement. If the parent/guardian refuses to sign the statement, staff shall seek support from supervisor.



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**Other Persons Authorized to Pick up Child from EHS/HS Site:** Have parent/guardian identify a minimum of two other responsible persons, other than themselves, who can pick the child up from school and that person's relationship to the child. If the parent/guardian identifies the child's sibling as the pick-up person, discuss with the parent/guardian the age of the sibling and if the sibling is responsible enough to pick up the child. If more space is needed, check off box to indicate additional persons and list the information on the back.

Parent/guardian prints name, signs and dates the Emergency Contact Information.

A copy of the Emergency Contact Information is filed in the Child File and in the Critical Information Container in the child's classroom.

If any information is changed throughout the school year, update the Emergency Contact Information form and the Intake tab of PROMIS.