

**CPR and First Aid Training Procedure**

**Policy:**

All childcare staff with regular child contact shall follow Child Care Center Licensing rules, Head Start Program Performance Standards, and Great Start Readiness Program requirements for CPR and first aid certifications.

**Procedure:**

All childcare staff who have regular, direct contact with children will have current certification in pediatric, child, and adult CPR as well as first aid; recertification will adhere to the expiration date on the CPR and first aid cards.

**CPR and First Aid:**

* The center must have at least one childcare staff member who is certified in CPR and first aid on-site at all times.
* The center must “train” all childcare staff members within 90 days of hire and 50% of all childcare staff members must be “certified.”
* First aid/CPR certification must be received from a person certified as a Red Cross instructor or a trainer from another organization approved by the department.
  + The current list of approved organizations can be found on the department website: **CPR and First Aid Training.** First aid and CPR certification may be completed online if an in-person skills test is completed. The online training and the in-person skills test must be administered by one of the approved organizations: [CPR and First Aid Approved Providers](https://www.michigan.gov/documents/mde/Approved_First_Aid_and_CPR_Providers_397544_7.pdf)

<https://www.michigan.gov/mde/services/ed-serv/ed-cert/cert-guidance/becoming-a-teacher/cpr-first-aid>

**Additional Guidance:**

* NMCAA will provide funds for registration costs associated with CPR and first aid, both initial certification as well as recertification.
* Online training: Head Start employees, with supervisor's approval, will be registered by the Program Support office. Program Support will pay for the online portion of the course and send the staff member a registration link. Supervisors will schedule an in-person skills test to complete their CPR/First Aid certification. Staff will be mailed/emailed their CPR cards and will send a copy to Program Support.
* Staff will identify the CPR and first aid certifying organization(s) in their community to arrange for certification.
  + Staff should attempt to do certification as a team on-site and have NMCAA billed; invoices should be sent to the Business Office and include the site name and attendees.
  + **Staff should attempt to attend training during work hours as long as it does not conflict with “child time.”**
  + Staff can pay for their registration and then be reimbursed by submitting an expense report along with a receipt or invoice for the class.
  + Staff will be reimbursed mileage if training is not at their work site; carpooling is encouraged.
  + Part time, non-exempt staff will be reimbursed time (if not part of their normal work hours) for attending CPR and first aid certification or recertification by claiming hours on UKG **after** attending the class.
  + Non-exempt staff will adjust their hours if the training is not part of their normal work hours; this must have supervisory approval.
  + Staff who complete CPR and first aid certification while laid off need prior supervisor approval; staff will claim hours on UKG **after** completing the class.
  + Staff must place a copy of their current CPR and first aid certificate in their employee center file on-site.
  + Staff must scan and email a copy of their CPR and first aid certificate to Program Support and “cc” their supervisor.
  + Staff must upload a copy of their CPR and first aid certificate to their MiRegistry account.

**References:** Licensing R 400.8131 (10); HSSPS: 1302.47 (4)(J); GSRP: Professional Development requirements

EHS-HS Team\ADMIN\Procedure Manual\Licensing\CPR & First Aid Training Procedure Rev. 4/18/23