

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Child Passenger Safety Seat Program

Effective: December 2012

Reviewed: December 2012

Revision: New

Pages: 2

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### I. PURPOSE:

The goal of the Leon County EMS Child Passenger Safety Seat Program is to make people aware of the importance of properly securing all children in child safety seats, boosters or seat belts - every trip, every time.

### II. GENERAL GUIDELINE:

Several check point events will be held around the county each year where training and advice to parents is offered by certified Child Passenger Safety technicians. Technicians are available by appointment at EMS Headquarters. The Public Education Coordinator will schedule any public events and notify the LCEMS websteward in advance so the event may be advertised on the Leon County website.

### III. PROCEDURE:

CPS checks by appointment:

1. CPS checks are done on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month by appointment only. This may vary due to Holidays and other events.
2. Time frame is 1400 – 1830. Appointment times will be 1430 – 1730.
3. When you arrive at HQ, check the appointment sheet to gather appropriate seats from the CPS trailer.
4. Proper paperwork must be completely filled out on every check. Make sure the date and location are included.
5. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
6. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles.
7. Place a LCEMS CPS sticker on the child seat
8. When event is over, e-mail the Public Education captain the type of seats, if any, were given out and what type of seats are left in the trailer.

CPS checks at public events:

1. Review contents of trailer to be sure there are a variety of seats
2. Place CPS signs in the vicinity to advertise the event.
3. Set-up tables and tent
4. Proper paperwork must be completely filled out on every check. Make sure the date and location are included
5. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
6. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles
7. Place a LCEMS CPS sticker on the child seat
8. When event is over, e-mail the Public Education captain the type of seats, if any, were given out and what type of seats are left in the trailer.