

ERDMAN PRESCHOOL
330 FIRST PARISH ROAD
SCITUATE, MA 02066
781-545-9309
(Upstairs in the First Parish Church)

HEALTH CARE POLICY

EMERGENCY NUMBERS

Physician and Nurse available for emergency telephone consultation:

MARGARET CAROLAN, MD (HEALTH CARE CONSULTANT)
COHASSET PEDIATRICS
223 CHIEF JUSTICE CUSHING HWY
COHASSET, MA 02025.....781-383-6800

SCITUATE POLICE, FIRE, AMBULANCE..... 911

POISON CONTROL CENTER.....617-232-2120

SOUTH SHORE HOSPITAL
WEYMOUTH, MA.....781-340-8000

FIRST AID EQUIPMENT IS STORED OVER SINK IN THE HALL AND ON THE REFRIGERATOR IN THE DOWNSTAIRS BACK HALL. THE DIRECTOR WILL CHECK THE KITS EACH MONTH TO INSURE ADEQUATE SUPPLIES. PROCEDURES FOR USING FIRST AID EQUIPMENT:

All educators are trained in the school's emergency and evacuation procedure, in standard universal precautions, in the 5 rights of medication administration procedures and in recognizing common side effects and adverse interactions among various medications administered at school. All educators are certified in First Aid and CPR. Our Emergency plan have been approved by the Scituate Police and Fire Departments. It is attached to this Health Care Policy.

INDIVIDUAL HEALTH CARE PLANS

It is the parents responsibility to note all allergies and medical conditions on the intake AND medical form and to provide an Individual Health Care Plan for children with chronic medical conditions. The plan will describe the condition, its symptoms, any necessary medical treatment while the child is in care, potential side effects of that treatment and potential consequences to the child if such treatment is not administered. Educators will administer needed medications or treatment with written consent from parents and written authorization from the child's health care provider. This consent is valid for one year

unless withdrawn sooner. Parents or health care practitioner must provide training to educators that addresses the child's condition and necessary treatment. The educator will attempt to contact the parents before giving any unanticipated medication or treatment or as soon after such administration is given as possible. All treatment/medication will be noted in the child's medication and treatment log. If necessary, the parent may leave a supply of back up medication for use as needed. We strive to provide an environment that is free of the foods, chemicals or materials to which the child is allergic and will not knowingly allow these foods or products to be brought to school, served at school or used at school.

An allergy/medical conditions list is posted in the Office and in each classroom.

The school will meet with parents of children with identified disabilities to determine how their specific health requirements will be met while the child is in care.

DAILY HEALTH CHECK:

When each child is greeted at the beginning of the session (preferably before the parent has left), the teacher will give the child a quick health checkup. They will notice the following: activity level, breathing, skin color, severe coughing, rashes, swelling or bruises, sores, discharge from nose, ears or eyes, and general mood. They will discuss any concerns with the parent and confirm how to reach the parents if the child stays.

PROCEDURE TO BE FOLLOWED IN CASE OF ILLNESS OR EMERGENCY:

IN CASE OF ILLNESS:

The Director will call the child's parents or emergency contact if parents cannot be reached. The child will be made comfortable until an adult arrives. (See CARE OF MILDLY ILL CHILD). If the illness is severe or questionable, the Director will call Dr. Carolan and the Scituate Ambulance (911). Parents/emergency contact will be called and are responsible for contacting the child's doctor.

IN CASE OF EMERGENCY:

The Lead Teacher will notify the Director immediately in the case of an emergency. Teacher and Director will assess the situation. The teacher will administer emergency first aid treatment while the Director calls 911 for the Scituate Ambulance. The EMTs will assess the situation and make the decision for follow-up care. The Director will call the child's parents or emergency contact if the parents cannot be reached. Parents must contact the child's doctor. If necessary, the Scituate ambulance will transport the child, along with one of his/her teachers, to South Shore Hospital where life-saving treatment may be administered. The teacher will stay with the child until a parent or emergency contact arrives.

If an emergency occurs on a field trip, the teachers will assess the situation. The Lead Teacher will call 911 as above (a cell phone will be taken on all field trips if regular phone service is not available.) while the teacher administers emergency first aid. Parent chaperones will care for the other children. The Lead Teacher will call the Director at school and the child's parents first and will proceed as above.

PROCEDURE FOR ILLNESS EXCLUSION/INFECTIOUS DISEASE MANAGEMENT

In order to protect the health of all children and staff in our program we expect that parents will observe

the following guidelines and keep ill or infected children at home. Please remember to call the school and tell us that your child will not be attending because of illness.

Do not send your child to school if s/he has a fever, diarrhea or vomiting or if s/he has chicken pox, measles, mumps, strep throat, tuberculosis, Hib, a meningococcal disease, a staph infection or a skin condition or rash that is contagious (head lice, impetigo, conjunctivitis, ringworm). If a child comes to school with these symptoms or develops them while at school, parents or emergency contacts will be called and must pick up the child immediately. Until that time, the child will stay with the Director in the Office. The child may return to school if his/her physician determines that there is no serious health risk. In most cases, children may return to school once treatment has been given for a specific amount of time. Please tell us immediately if one of the above diagnoses has been made and consult with your doctor as to when your child can return to school. Parents will be notified immediately whenever a communicable disease has been introduced into the program.

Children do not need to stay home for other minor illnesses, such as mild colds, UNLESS they do not feel well enough to participate in the usual school activities, need more care than our staffing levels allow or are experiencing unusual lethargy, irritability, persistent crying, difficulty breathing or show other signs of possible serious illness. A child should only return to school when s/he is ready to resume the full school program, including outdoor play.

If you are unsure about whether or not your child should attend school please call us to discuss your concerns. Please remember to inform us of any changes in emergency numbers for that day.

All parents will be notified in writing (posted sign, individual notes in school bag or teacher email) when their child comes to school if a communicable disease, such as measles, salmonella, strep throat or head lice, has been introduced into the program

POLICY FOR CARE OF MILDLY ILL CHILDREN

Children may attend school if they are feeling well enough to participate in the usual activities and do not have an excludable disease as listed above. If a child becomes mildly ill during the day, the parents or emergency contact will be called to pick up the child as soon as possible. The child may, at the teacher and Director's discretion, remain with his class if he wishes. We will provide juice, water and simple crackers or other daily snack if desired. The child may choose a variety of quiet activities, such as books, puzzles, drawing, table manipulatives, while waiting to be picked up. If the child wishes to lie down, we will provide a quiet area with blanket and pillow, separate from other children, and the Director will supervise the child until pick up time.

POLICY FOR INJURY PREVENTION

The Director will check the indoor and outdoor environment daily and immediately remove or repair any hazard which may cause injury or will keep area inaccessible to children.

Smoking, alcohol consumption or use of any substance that might impair the educator's ability to care for the child is NEVER permitted anywhere in the school or on Church property at any time that school is in session.

All toxic substances, medications, sharp objects, matches or other hazardous items will be kept in the locked cabinet above the hall sink or in the Office on a shelf out of the reach of children.

An injury report for all incidents requiring emergency care or first aid will include the child's name, date, time, location of injury, description of injury, how it occurred, equipment involved (if any), names of witnesses, treatment required and the name(s) of person(s) giving such aid. The report will be put in the child's folder and a copy given to the parents within 24 hours or the next school day after the injury.

A central injury/incident log will be maintained to record all injuries or unusual incidents (including behavioral incidents, accidents, property destruction or emergencies) occurring during the school day. The Director will review the log at least once a month to identify and correct problem areas.

The Lead Teacher will take a First Aid kit and emergency numbers for each child on field trip. The teacher will also take a cell phone to insure immediate communication in the event of an emergency. At least one teacher in attendance will be certified in Child CPR. The Lead Teacher is responsible for managing the first aid and care of an injured child and supervision of other children. She will be assisted by the other teacher and parent chaperones. Safety rules and issues will be discussed with children before the trip and an adequate number of adults will chaperone to insure proper supervision. All trips will be age and developmentally appropriate.

Any illness or injury that occurs at the school and requires overnight hospitalization will be reported immediately to DEEC (508-828-5025). Illnesses or injuries that require medical treatment will be reported to our DEEC licensor (508-828-5025) by submitting an Illness/Injury report form with the required documentation within three business days. The death of a child at the school will be reported immediately to DEEC at the above number.

The following will be available at all times and will accompany children any time they leave the school in care of educators:

First aid kit

Current family contact information, including emergency care authorization for each child.

Medical conditions, including allergies and required emergency/life saving medications

Emergency services contact numbers

A list of all allergies and medical conditions is posted in the office and each classroom.

Educators will check all clothing to make sure that it is free from laces, strings or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard.

POLICY FOR INFECTION CONTROL

Children and staff shall wash their hands with liquid soap and running water using friction and dry with disposable towels at the following times: Before and after water play, before eating or handling food, after toileting, after coming in contact with body fluids and discharge, and after handling animals or their equipment.. Teachers will also wash their hands before and after administering medication, performing cleaning tasks, handling trash and cleaning products. Facilities for toileting and hand washing are separate from food preparation and service areas.

Equipment and surfaces washed daily with soap and water and sprayed with the proper bleach solution including play and snack tables (before and after use), water tables and toys, toilets, bathroom sinks and faucets and bathroom floors. All floors are swept or vacuumed daily. Non porous tile floors are washed daily.

Staff will use disposable non-latex gloves to clean up blood and bodily fluids. The area will be disinfected and used gloves thrown away in a lined, covered container. Bloody clothing shall be sealed in a plastic bag, labeled with the child's name and given to the parent at the end of the day. Staff will wash their hands thoroughly with soap and water after cleaning up bloodied areas. All staff are trained in infection control procedures at orientation at the start of the school year. All cleaning supplies are stored in a secure place out of reach of children.

MEDICATION ADMINISTRATION POLICY

The school will administer medication (prescription or non-prescription) to a child when ordered by the child's health care practitioner and with written consent from the parents. All prescription medication must be in the original package with the original label which must indicate the child's name, dosage, number of times per day and number of days medication is to be given. Over the counter medication must be in the original packaging, and again, must have written authorization from child's health care provider. A standing order may be given which will be valid for one year from date of signing. Every attempt will be made to reach a parent prior to giving the medication. Administration of medication contrary to instruction on label requires written authorization by licensed health care practitioner. If instructions are not clear, the medication will be administered in accordance with a written physician or pharmacist's descriptive order. Medication requiring refrigeration shall be stored in the refrigerator, which is inaccessible to children, at a temperature between 38 and 42 degrees.

All medications will be kept in original containers which supply the above information.

No educator shall administer the first dose of a medication to a child except in extraordinary circumstances and with parental consent.

A written record of all medications administered to a child will be kept in his/her folder. This will include the child's name, the name of medication, date, time and dosage given, method of administration and name of staff member giving the medication. All staff members authorized to give medication will be evaluated annually on their ability to do so.

If a child must bring any kind of medication to school due to before or after school activities an adult must bring the medication to the Office upon arrival at school and an adult must pick it up when the child leaves school. This is the responsibility of the adult providing child care. It is not the teacher or Director's responsibility. **MEDICATION MAY NEVER STAY IN A CHILD'S SCHOOL BAG DURING THE SCHOOL DAY.**

All medications will be stored out of reach of children and under indicated storage conditions unless otherwise specified in the child's individual health care plan. Emergency medications, such as EpiPens will be available for immediate use. All unused medications will be returned to the parent when expired or no longer needed. Such return will be documented in the child's file. If a child needs to use a specific non-prescription topical medication the parent and physician must give written consent stating the name of medication and the criteria for use. This statement is valid for no more than one year from date of signing. If the medication is to be applied to wounds, rashes or broken skin it must be stored in original container labeled with child's name and used only for that child.

POLICY FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Any form of abuse or neglect of children at Erdman Preschool is strictly prohibited and everyone involved with the school will operate the program so that children are protected from any and all types of abuse or neglect.

All staff are mandated reporters and must immediately report all suspected child abuse and/or neglect to the Director and/or to the Department of Children and Families. Staff must notify the Director verbally and document in writing their reasons for suspecting abuse and/or neglect. This must include dates and observed symptoms. Director and all staff involved with the child will meet to discuss observations. All staff members are educated about potential indicators of abuse/neglect and will evaluate all behaviors in the light of all available information. The Director will immediately contact the Department of Children and Families (1-617-727-0900) to file a 51A report if there is reasonable cause to believe that

1. A child is suffering from serious physical or emotional injury resulting from abuse inflicted upon him/her, including sexual abuse.
2. A child is suffering from neglect, including malnutrition.
3. A child is physically dependent upon an addictive drug.

The educator must file a report regardless of where the abuse or neglect occurred or by whom it may have been inflicted. A written report to DCF will follow within 48 hours. If the situation is an emergency the Director will also call the Child At Risk Hotline (1-800-792-5200) If the child's safety is assured the parents will be notified of the filing. If we must file a report it is always done *behalf of the child NOT against the parents*. The Director will notify the DEEC immediately after filing a 51A or learning that a 51A has been filed alleging abuse or neglect of a child while in the school's care. DEEC will also be notified immediately if an educator or person regularly on the child care premises is accused of abuse or neglect. The school will follow all DEEC or DCF recommendations.

The school will cooperate fully in all investigations of abuse or neglect, including identifying parents of children currently or previously enrolled in the school, providing consent for disclosure of information from, and allowing the Office to disclose information to any person and/or agency the Office may specify as necessary to expedite the investigation and protection of the children.

An allegation of abuse or neglect filed against a staff member will result in an immediate leave until an investigation is complete. A finding of abuse or neglect will result in immediate dismissal of the employee.

Because all staff are mandated reporters, one may choose to file a 51A independent of the school's decision to file or not file. However, that person must tell the Director that a report has been filed and must follow through with all required written material.

Parents are urged to discuss any concerns or questions about this policy with the Director.