

**READING BAPTIST DAY SCHOOL
HEALTH CARE POLICY**

A - Emergency telephone numbers

Emergency-----	911
Fire Department-----	781-944-3132
Police Department-----	781-944-1212
Ambulance/Rescue-----	781-944-3132
Poison Control-----	1-800-222-1222
Health Care Consultant, Jill Cain----- 39 North Street, N. Reading, MA 01864-1416	978-664-9052
Winchester Hospital, Winchester, MA-----	781-729-9000
Vision Care, Lexington Eye Assoc.-----	781-862-1620
Dental Care, Eugene Mickey, D.M.D., M.P.H.-----	781-279-2400
Hearing/Speech Care, Lorraine Salter, M.S. CCC/SLP -----	781-944-5866
DCF - Malden-----	781-388-7100
Child At Risk Hotline-----	800-792-5200

B - Procedures for emergencies and illness

- If a child should become ill at school, he/she will be placed in a quiet area of the classroom. The parents will be contacted to take the child home.

If we are unable to reach the parents we will call the indicated person on the emergency release form.

- If a child is seriously ill or injured we will notify the parents immediately. If necessary, a call is made to 911 and the director will accompany the child to the hospital with his/her file and remain with child until parent arrives.
- A first aid kit and a copy of the child's enrollment/face sheets will be taken on each field trip. Before each trip, one staff member will be assigned the responsibility for calling parents if an accident should occur. Staff person will attend to the injured child.
- EEC shall be notified of an emergency illness or injury requiring medical attention.

C - Procedure for using and maintaining first aid equipment

- First aid equipment is located in both classrooms and in the gym. In the classrooms it is in the oak wall cabinets marked with a red cross. In the gym the first aid kit is on the wall by the entrance door.
- A list of required supplies is kept and checked by the director. Used items are replaced as needed. Contents of the first aid kit (7.24)(2)(a) include adhesive tape, band aids, gauze pads, gauze roller bandage, disposable latex gloves, instant cold pack, scissors, tweezers, thermometer and first aid manual.
- A separate first aid kit in a pillow case kit is available for field trips.
- All staff members are trained in basic first aid procedures within six months of employment. At least one staff member who is certified in CPR will be available when children are in attendance.

D - Plan for evacuation of center in emergency

- It is the director's responsibility to ensure that evacuation/fire drills are practiced every month. She must maintain documentation of the date, time of the drill, effectiveness, exit route used, and the number of children evacuated.
- Daily attendance records are kept in teacher classroom attendance books. In case of evacuation all teachers must take their attendance books with them to account for all children.

- Evacuation procedures are posted at all classroom doorways.
- Upon evacuation, each lead teacher will check bathrooms, all areas of classroom, and close the outside exit door upon leaving the building.
- Please also refer to 7.24 (2)(B)(C)

E - Injury prevention plan

- The director and the staff shall keep all toxic substances, poisonous plants, first aid supplies, medications, sharp objects, matches and other hazardous objects or substances out of the reach of children and in a secure place.
- The staff and the director are responsible for monitoring the environment for removal and/or repair of hazards which may cause injury.
- A log is maintained of any and all injuries which occur at school. A form with documentation of date, time and any pertinent information is recorded, signed and dated by a staff person and parent. A copy of the form is kept in injury log. One copy is placed in child's folder and one copy is given to parent.
- Teachers must inform the director immediately of any safety issues or problems.

F - Plan for managing infectious disease

- Guidelines are established for excluding children from school. These include but are not limited to: rash, fever, vomiting, and diarrhea. Any child exhibiting these symptoms will be separated from the other children and made comfortable. The parents or other emergency contact people will be called to take the child home. A teacher will remain with the child until the adult arrives.
- Any child who has been absent due to a contagious disease (ex: salmonella) is asked to have a signed note from the physician.
- If an infectious disease is present in the school all parents are notified. The Board of Health is also notified.

G - Plan for infection control

- Proper hand washing procedures are taught to all staff and children.
- Hand washing takes place after coming into contact with body fluids and discharge, after using the toilet, after handling messy or dirty items, before and after handling food, and after handling center animals and their equipment. Staff will wash hands after cleaning animal cages.
- The procedure is as follows:
 1. Maintain water at a comfortable temperature
 2. Check that disposable towel is available
 3. Moisten hands and apply lather of liquid soap
 4. Rub hands together. Pay attention to finger and nail beds. Do this for 15 seconds.
 5. Rinse well under running water. Let water flow from wrists to finger tips.
 6. Dry hands on paper towel.
 7. Use a paper towel to turn off faucet and discard the towel.
 8. Wear rubber gloves (teachers) when handling body fluids.
- All surface areas and plastic washable materials are cleaned with either Lysol disinfectant all-purpose cleaner EPA #777-66 or Clorox Clean-Up EPA #5813-21.
- The following procedure is used for the clean-up of bodily fluids (including blood). In each bathroom there is a container marked "infection control" for disposal, a box of plastic gloves, and a box of baggies. Used gloves and paper towels will be thrown away in the lined plastic container. The area shall be disinfected. Staff will wash their hands thoroughly with soap and water after cleaning up the area. Soiled or bloody clothing will be sealed in a plastic bag, labeled with the child's name and returned to parent at end of day.

H - Plan for meeting the individual needs of mildly ill children while in care

When a child becomes ill at school this procedure will be followed:

- Child will be placed in a quiet area of the classroom.
- Parents or emergency contact person will be called to take the child home.
- Staff member will remain with the child.
- No medication will be given.
- If contagious disease is suspected, the area will be disinfected.

I - Plan for administering medication 7.11 (2)

MEDICATION POLICY

The Day School encourages parents to set up a schedule for administering non-emergency medications at home. In an emergency due to insect bites, allergies, other prevalent medical conditions, or if a physician prescribes a medication to be administered during preschool hours, staff will follow these guidelines:

- First dose of medication will not be administered at The Day School.
- The Day School will not be responsible for administering prescription, non-prescription medication, or topical ointments to a child without the written order of a physician.
- No medication prescription, non-prescription, or topical ointments shall be administered without prior parental authorization.
- A Staff member trained in medication administration will be present at all times.
- The Staff administering the medication will demonstrate competency in the administration of the medication before being authorized to administer any medication.
- Medication must be in the original labeled packaging with the child's name, expiration date, and dosage, and brought into The Day School administrator.
- Medication shall be stored in the child's classroom cabinet or the Friendship room refrigerator labeled with the child's name, prescription name, and specific administration directions. Emergency medication, etc. shall accompany the child anytime the child is away from the classroom.

- A written medication log will be kept in the child's file recording the child's name, prescription name, date and time when administered, and staff member administering.
- Unused medications may be picked up by parent at the end of the school year or medications will be properly disposed of by The Day School staff.

J - Plan for meeting specific health care needs

- The director and staff will be familiar with the health records of the children.
- Parents are asked to identify allergies on the child's developmental history form and on the enrollment/face sheet.
- The Day School is a peanut-free school and we do not allow any food with peanuts or home-made foods.
- If a child has an epi-pen it is stored in a clear plastic container labeled with the child's name and photo, and placed with the first aid kit.
- The staff is trained in the use of an epi-pen.

K - Procedures for reporting suspected child abuse or neglect to Department of Social Services

DCF
22 Pleasant St
Malden, MA
781-388-7100

Child At Risk Hotline 800-792-5200

In cases of suspected child abuse or neglect the DCF office is immediately notified at the above number. All staff is trained to recognize signs of physical and emotional neglect through staff training sessions. If abuse/neglect is suspected, staff will document and date their observations. Staff is required to report all suspected abuse cases by phone within 24 hours and by written report by 48 hours. 51A must be filed by director.

Any staff member suspected of child abuse shall be immediately suspended until the incident is completely cleared. Staff member will be paid until the incident is resolved. Please also refer to 7.05(3) Abuse & Neglect Policy on file.

L - Procedure for identifying and reporting abuse or neglect to the EEC

- The licensee's program administrator or designee shall notify the EEC immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the day care center or during a program related activity.
- The staff member and/or program administrator is obligated by law to report any suspected abuse to DCF by telephone within 24 hours. The report will contain the following information: child's name, address, age; parents name and address; indicators observed; reporter's name and position; date of report.
- The telephoned report is followed up with a written report to child protection services. A copy of this report is placed in the child's file in the program.
- The program administrator shall notify EEC immediately after filing a 51A report.
- Reading Baptist Day School shall develop and maintain written procedures for handling any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until such further time as the Office requires.
- Any staff member suspected of abuse or neglect shall be suspended from their position until the incident is completely cleared.

M - Implementation of Infection Control Plan

Role of the Director

The director:

- Is responsible for overseeing all health services, policies and procedures.
- Enforces health policies to protect the health of the children and staff.
- Informs the staff in regular meetings about all health care policies.

- Organizes the center, equipment and materials to prevent the spread of disease.
- Makes cleaning and disinfecting supplies available.
- Checks that the building and classrooms are cleaned on a regular basis.
- Prepares and sends out health information to staff and parents and special notices when necessary.
- Ensures that staff and children have received all necessary immunizations and screenings.
- Supervises the staff in proper hand washing procedures. She instructs them to have children follow the proper procedure.
- Maintains a working relationship with the health consultant and other community health resources.

Role of the staff

The staff is responsible for:

- Maintaining a clean and healthful environment by washing and disinfecting sinks and faucets, water table and water toys, play tables and toys.
- Observing children for signs of illness or potential health problems and reporting any concerns to the director.
- Providing health education to the children, including proper hand washing procedures and daily health routines.

Role of the Health Care Consultant

The health care consultant is responsible for:

- Assisting in the development of health care policies.
- Providing information about specific medical issues.
- Providing advice about group problems such as outbreaks of infectious diseases.
- Providing staff and parent training on health issues.
- Provides other medical resources to assist in areas beyond her expertise.