

The Learning Tree Daycare and Preschool

LOCATED AT
157 Main Street, Medway

HEALTH CARE POLICY

A. EMERGENCY TELEPHONE NUMBERS

Health Care Consultant	Erin Clover 332 North Street Boston, MA 02113 (508) 479-0303
Fire Department	Business 533-3209 Emergency 911
Police Department	Business 533-1212 Emergency 911
Ambulance/Rescue	911
Poison Control Center	1-800-682-9211
Hospital	Milford Regional (508) 473-1190
Designated Adult	Director/ Lauren Nigro (508) 654-3636
Department of Children and Families	1-800-792-5200

B. PROCEDURES FOR EMERGENCIES AND ILLNESS

Method of transportation: Ambulance

Notification of parents: Parents will always be called first unless life and death situation then ambulance will be called and parent next.

Procedure when parent cannot be reached: We will contact emergency persons listed on Application and will continue to try parents.

Emergency procedure for field trips: A binder containing applications of all children, first aid kit and copy of health care Policy is taken when ever going off school grounds.

C. PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT

Location of first aid kits: In kitchen on top of refrigerator and downstairs bathroom
On shelf behind door.

How first aid equipment is kept supplied: Director and health care consultant go through several times a year.

How first aid equipment is used away from center: A first aid kit is always taken on field trips, picnics off the grounds or walks. A teacher is designated in charge of the kit and will be responsible for administering first aid if needed.

D. PLAN FOR EVACUATION OF CENTER IN EMERGENCY

Attendance is taken at the beginning of each class and the number of students in the building is written on the white bulletin board by the main entrance door. In the case of an emergency the teachers will lead the children outside using the closest exit and bring the children to the designated area (far right hand corner of play ground). The lead teacher is then responsible for taking out the attendance book and calling out each child's name.

The director will make a final check through the building and then join the group outside. The director is responsible for assuring the evacuation drills are being held at least every month, at various times with alternative exits taken. A log is maintained which includes the date, time, the group being evacuated, effectiveness, route taken and number of children evacuated.

E. INJURY PREVENTION PLAN

Procedure for daily monitoring of environment for removal and/or repair of hazards:
Teachers write down maintenance issues on a repair list posted on teacher's bulletin board.
Director is responsible for making repairs.

Procedure for maintaining and monitoring a central injury log:

A yearly injury log is located in the office closet. Teachers are responsible for filling out injury report forms and injury log. The Reports are reviewed by the program director on a monthly basis to evaluate the program's environment, Transitional patterns, behavioral patterns and the quality interactions between child and educators.

Method of informing parents of injuries requiring first aid:

Parents are informed verbally when the child is picked up from school or through a note if the child is picked up by someone other than a parent (unless a head injury occurs, then a phone call is made). Parents are given two copies of an injury report that includes information on when and where the injury occurred, how it happened, what first aid was given and who gave it. The parent is asked to sign one copy and return it to the school. The report is then kept in the child's permanent file. EEC is informed immediately by telephone if overnight hospitalization is required. Any injury that requires medical treatment must be reported to EEC within 3 business days. The report must include Injury report form, hospital report and copy of First Aid cards for staff involved if a child receives medical treatment.

F. PLAN FOR MANAGING INFECTIOUS DISEASE

Day to day health information

The school health policy has been developed to help keep The Learning Tree Daycare and Preschool

environment as healthy as possible for children and staff, and to prevent outbreaks of disease whenever possible. While exposure to many contagious diseases is a normal part of childhood, we trust these policies will help minimize the risk of most serious and preventable diseases.

Parents must keep the director informed about exposures to contagious diseases. This includes the following: Bacterial Meningitis, Chicken pox, Diarrheal diseases, Hepatitis A, Measles, Mumps, Whooping cough, Pneumonia, Rubella (German measles). If your child is diagnosed with having a contagious disease, the director and staff can take preventative measures to protect the health of the other children.

Parents will be contacted if your child becomes ill while at school or has a relapse of a previous illness during the day. You will be asked to take your child home. If a parent cannot be reached, then a phone call will be made to the next person noted on the emergency list to come and get your child. Children with symptoms of runny nose, sore throat, coughing, sneezing, fever, irritability or become lethargic should be kept in a quiet spot with a teacher, away from other children until a parent has arrived. The Learning Tree is not set up to accommodate ill children, please do not send your child to school sick. Parents are encouraged to contact the director with any questions regarding health information. The best way to keep the school environment healthy is through close cooperation between parents, staff and the director. Thank you in advance for your cooperation.

G.PLAN FOR A CHILD WHO HAS BECOME ILL

Parents will be called and symptoms reported. Parents will be asked to pick up their child. If a parent cannot be reached, the next person on the emergency list will be called. The child will be observed for symptoms such as: Temperature, red-eyed, flushing, swollen glands, rash, swelling, redness, headache, ear pain, stomach upset, abdominal irritability and lethargy.

Some reasons for exclusion

Fever-please keep your child at home if he/she has a temperature of 101 degrees or higher. He/she may return when fever free for 24 hours.

Diarrhea-If this occurs, please keep your child at home until his or her stools return to normal.

Vomiting-Keep child at home until symptoms disappear.

Chicken pox-A child can return to school one week after the rash begins or when all pox are scabbed over.

Strep throat-a child diagnosed with strep throat can return to school 24 hours after antibiotic treatment has begun.

Scarlet fever-same as strep throat (see above)

Viral pneumonia-the child should recuperate at home until his doctor determines the child is well enough to return to school.

Head Lice-The child needs to remain at home until treatment has begun. All nits (eggs) need to be removed before returning to school. The child will need to be checked thoroughly before returning to school.

Conjunctivitis-a child should stay at home until 24 hours after treatment has begun.

Measles-A child can return to school five days after the rash appears.

Mumps-A child can return to school after swelling subsides or nine days after swelling begins.

Rubella-A child can return to school five days after the rash appears.

The above illnesses are clearly only some of the illnesses for which your child needs to be excluded from school.

Communicable diseases

It is extremely important that parents inform the school as soon as possible of any communicable diseases that their child has been medically diagnosed with. The Learning Tree will inform all parents in the event that a communicable disease has been introduced to the center. A notice will be placed in each child's folder, often the same day the information is received, noting the class and the date that the child last attended school. Some communicable diseases are: strep throat, chicken pox, impetigo, lice, hepatitis, conjunctivitis, fifth disease, and pinworm.

Procedure to be followed in case of a medical emergency

-The child's parents will be notified immediately
-Parents telephone numbers are located in the child's file in the office and in the field trip binders. -If parents cannot be reached, the emergency contact person the parents have designated shall be called. These numbers are also found in the child's file. -If necessary, the child will be transported to the nearest medical facility which the parents have designated on the emergency form. -The child will be transported by ambulance and accompanied by the child's teacher or director if the parent is not available. The teacher/director will take the child's entire file with him or her.

H. ADMINISTRATION OF MEDICATION

Parents need to supply all non-prescription medications as well as those prescribed by the physician. The first dosage of medication must be administered by the parent at home in case of an allergic reaction. All medications are stored in the office (or refrigerator if necessary) out of child's reach. All medications that are considered controlled substances will be locked up in the cabinet in the office. Emergency medications are immediately available. Only staff members who have completed medication administration training will be able to administer medication. This training is renewed annually.

The Learning Tree will maintain a written log of the administered medication which will include child's name, time and date of each dose given, the dosage, and the name of the staff person who administered the medication.

Medication Disposal

All unused medication is returned to parent, and such return is documented in the child's record. When this is impractical or impossible the medication is destroyed and recorded by the administrator in accordance with the policies of the Department of public health, drug control program.

Prescription Medication

Prescription medication must be brought to school in its original container and include the child's name, name of the medication, the dosage, the number of times per day as well as the number of days medicine is to be administered. The prescription label will be accepted as the written authorization of the physician.

The Learning Tree will not administer any medication contrary to the directions on the label unless so authorized by a written order of the child's physician.

Parents must fill out the Authorization for medication form before the medication can be administered.

Non-Prescription Medication

Non- Prescription medication will only be given with written consent of the child's physician. A signed statement from the physician listing medications, the dosage and criteria for the administration will be accepted. This statement will be valid for one year from the date that it was signed. Along with written consent from the physician, The Learning Tree will also require written permission from parents. An Authorization for Medication form for this type of medication is also required. This allows The Learning Tree to administer non-prescription medication in accordance with the written order of the physician. This form is valid for one year from the date it is signed. Every attempt will be made to contact parent prior to the child receiving the non-prescription medication, unless the child needs medication urgently.

Topical Ointments and sprays

Topical ointments or sprays such as sun block and bug spray will be administered to your child with written parental permission. A signed statement from the parent will be valid for one year. If the topical ointment is to be applied to open wounds a prescription (physician authorization) is required.

I. PLAN FOR INFECTION CONTROL

Hand washing procedures for staff and children:

Liquid soap and individual paper towels are provided at every sink. Children are encouraged to wash hands under running water using friction. Staff and children wash their hands at least at the following times:

1. Before eating and handling food
2. After toileting or diapering
3. After coming into contact with bodily fluids and discharges
4. After handling center animals or their equipment
5. After cleaning, handling trash or using cleaning products
6. before and after water play
7. Staff must wash hands before and after administering medication.

Teachers will monitor children to make sure they are washing their hands at these times.

Procedures for washing and disinfecting equipment and surfaces at school:

Bleach and water solution is used to clean equipment and surfaces using the following schedule: All surfaces are washed first with soap and water and then disinfected.

Before/After each use - thermometers

Mops used for cleaning body fluids

After each class - Toilets and toilet seats

Sinks and faucets

Water table and water play toys

Dramatic play utensils and non-porous toys

Play tables and snack table

Art room floor

Cloth towels

J. INDIVIDUAL HEALTH CARE PLAN

Allergies/chronic medical conditions

It is very important that you list any allergies or chronic medical conditions which have been diagnosed by a licensed health care practitioner that your child may have, on the registration form. If your child has a chronic medical condition the plan will describe the diagnosed chronic condition, its symptoms, any medical treatment that may be necessary while your child is in care, the potential side effects of that treatment, and the possible consequences to the child's health if treatment is not administered. The director will meet with parents before school begins to go over the individual health care plan devised by the child's physician. This plan allows parents, with written permission of the health care provider, or the health care provider to train staff in the implementation of your child's health care plan.

K. PROCEDURE FOR IDENTIFYING AND REPORTING CHILD ABUSE OR NEGLECT

Abuse and neglect

Every educator is a mandated reporter under Massachusetts general law c.119 section 51A. and must make a report to the department of children and families whenever he/she has reasonable cause to believe a child at this program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

How to recognize signs of abuse and/or neglect:

If a child is suffering from serious physical or emotional injury that you can visually see such as bruises, broken bones, constant crying, withdrawal, or acting out.

The following procedure will be followed:

* The staff member who suspects abuse or neglect must keep notes and document her observations including child's name, date, time, child's injuries, behavior, or any other pertinent information. These observations are reported immediately to the director and discussed.

* If there is suspicion of abuse, the program director, and staff member, will first make a verbal report and file a 51A within 24 hours.

* Any staff member may file a report of suspected abuse or neglect with DCF even if the Director does not think one needs to be filed.

* The telephone number for Department of Children and Families is 1-800-792-5200

Procedure for handling allegations of abuse by a staff member

Any form of abuse or neglect of children while in care is strictly prohibited. The Learning Tree Daycare and Preschool takes any allegation or suspicion of abuse seriously.

Any educator accused of abuse or neglect of a child will not work directly with children until the investigation by the DCF as well as the Department of Early education and Care is complete.

Staff will cooperate in all aspects of the investigation.

Immediate notification will be sent to the Dept. of Early Education and care after filing a 51A report alleging abuse or neglect of a child by an educator or while in the care of this program or during a program related activity such as a field trip or when learning a 51A has been filed.

L. EMERGENCY CONTINGENCY PLANS

A disaster kit is prepared with emergency cards containing parent contact information, child medical info, a portable battery operated radio, and cell phone. The cell phone and computer are used to obtain information from local authorities as to the extent of the disaster. Evacuation routes that have been practiced previously will be used to exit the building safely.

NATURAL DISASTER - depending on the disaster teachers are informed and trained regarding basic first aid and safety. Staff will assess the situation and make a decision on the safest place in the building. If we feel the disaster will allow enough time to contact parents and have them remove their child from the school than that will be done.

LOSS OF POWER- There are emergency lights that would be activated if the power goes out, also with the natural light from the windows we would continue the program as long as there was heat.

LOSS OF HEAT- the director would begin a phone chain contacting parents to come and pick up their child. If a parent can not be reached the next person on the child's emergency list would be called. At that time the plumber, Atlantis plumbing and heating or the gas company would be called to fix the problem.

LOSS OF WATER

If there is a loss of water, due to sanitation and toileting needs, the same procedure as above would be followed in terms of contacting parents. The town of Medway water department would be contacted and notified of the problem.

If only The Learning Tree is affected and it is unsafe to stay in the building teachers will walk children next door to (155 Main St, permission previously granted.) If weather permits or next door building is

not available, teachers will walk children to the end of the driveway toward Evergreen Street to the large grassy area on left. If we must leave the premises, emergency cards and cell phone will be taken with the director so parents can be notified of the emergency.

Children are counted before leaving the building, counted again outside, and again once the destination has been reached.

The emergency shelter area set up for Medway in case of a natural disaster is the Medway High School located at 88 Summer Street.

If Children need to be driven to a shelter area help would be needed from local authorities. The Learning Tree Daycare and Preschool does not have its own vehicles to transport children.

Gas, electricity and water emergency shut off are in the utility closet outside the cubby room.

LOSS OF A CHILD

If it is discovered that a child is missing, the director will do a quick sweep of the building inside and out. 911 will be called for police assistance in locating a missing child. Parents are informed immediately. The Department of Children and families and Early Education and care will also be informed.