



## The Lee Wiggins Childcare Centre HEALTH AND WELLNESS POLICY

The health policy contains guidelines that ensure smooth operation of the Centre and the wellbeing of the children and the staff. The main objective of the policy is to minimize the spread of illness.

All the full-time staff at the Centre is trained in First Aid and CPR.

**PLEASE NOTE:** It is not the responsibility of the Centre to care for sick children. Parents are expected to cooperate fully with the health policy as this policy is in place for the protection of the children in the Centre and the Centre's staff.

Prior to leaving your child in the care of the LWCC staff, parents/guardians and the Centre must fulfill the following responsibilities related to health and wellness:

### **Immunization/Allergies**

#### ***Parent Responsibilities***

- Provide a current photocopy of your child's immunization record, completed by the child's physician. If a parent objects to immunization for their child for matters of religion, consciences, or health, the parent must ensure that the Centre receives a letter in writing to outline their reason not to immunize their child for our records."
- Inform the Coordinator of the Centre about any known allergies (food, medicine, or animals).

#### ***Centre Responsibilities***

- Maintain accurate immunization and allergies records for each child (based on parents' submissions).
- Inform Centre staff about all known allergies.
- Post all known allergies in the Centre.

### **Illness**

When a child takes ill at the Centre, or is ill at home, each party is expected to complete their responsibilities as outlined below:

#### ***Parent Responsibilities***

- Phone the Centre prior to 9 a.m. to inform the staff that the child will be absent and the reason for the absence.
- Keep your child at home as long as she or he is still suffering from a fever, vomiting, diarrhea, complicated cold or flu symptoms (green mucus, heavily phlegm-congested coughing, excessive discomfort or lethargy).
- Return your child to the Centre only when she or he is fever-free and symptom-free without the aid of fever-reducers or other medications for one full day, and is able to fully participate in all Centre activities including outdoor play.
- Allow the Centre's staff to ascertain the health of your child prior to re-admission to the Centre.



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- If notified that your child has become ill during the course of the day, it is the parent's responsibility to remove the child from the Centre within one hour from the time of the call.
- Notify the Centre if your child has a contagious disease (i.e., measles, mumps, chicken pox, hepatitis, head lice, etc.).

### ***Centre Responsibilities***

- To assure the health of all the children and staff of the Centre,
- One of the key ways to reduce the spread of infectious diseases is to confirm that a child returns to the Centre only when she or he is symptom-free. Staff are required to take a child's temperature.
- Upon return to the Centre after an illness-related absence and have the right to refuse re-admission until the child is deemed to be symptom-free by the staff (and notwithstanding authorization from a medical professional).
- To notify parents as soon as a child is exhibiting symptoms of illness and/or illness related discomfort while in the care of the Centre (i.e., fever, extreme lethargy, rash, etc.).
- To notify the designated guardian of the child if the parent does not return the emergency call after one hour. The guardian is then expected to pick up the child immediately upon receiving the call.
- To remove the child from interactions with other children until the child is picked up by a parent or designated guardian.
- To post a notice of any contagious disease.

### **Prescription Medications**

Over-the-counter medication cannot be administered by Centre staff, nor should it be brought to the Centre. At no time should medicine of any kind be brought to the Centre in bottles or sippy-cups as another child may ingest this medication by accident.

### ***Parent Responsibilities***

- Do not leave medication of any kind in a child's cubby.
- Whenever possible, administer all medications at home.
- All medication brought to the Centre must be signed-in with the Centre staff.
- Medication brought to the Centre must be in its original packaging and have the following:
  - Child's name
  - Date of prescription and name of prescribing physician
  - Dosage
  - How it is to be administered (by mouth, before/alter meal)
  - Duration of prescription
  - Instructions for storage
- Please do not send your child to school with vitamins



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### ***Centre Responsibilities***

- Staff will ascertain that only properly labeled and approved prescription medications will be administered at the Centre.
- Staff will ensure that the prescribed medication will be administered to the child in accordance with the prescription information and only by an RECE staff member.
- Staff will follow Centre guidelines confirming that the medication was given in accordance with the prescription information.

### **Accident and Incident Reports**

In the event of a minor or major accident/incident staff will fill out the appropriate forms for the children involved. This is for parents to acknowledge that their child has been hurt or their child has hurt another child in the Centre.

When medical attention is sought out, a Serious Occurrence Report will be completed and filed with the Ministry of Education, as per Ministry requirements.

### **Accident/Injury**

In instances when a child has an accident or is injured when at the Centre, staff will first assess the injury. One staff person will remain with the child, while another gets any first aid items that might be needed. If medical attention is required, this staff person will find the child's file and take this with the child. If EMS is required, staff will call the child's parents/emergency contact as well as York Security to arrange for transport, or call 911 as appropriate. The Coordinator of the Centre or designate will accompany the child to the hospital or doctor's office and will remain with the child until the parent/emergency contact arrives. When the Coordinator of the Centre or Assistant Coordinator returns to the Centre they will fill out a Serious Occurrence Form in conjunction with the attending staff.

In all cases of injury, a Child Accident Report is completed which must be signed by the attending staff, the Coordinator or designated Acting Coordinator. This form is then shown to parents, who are asked to sign to indicate their notification of the accident.

In all cases of serious accident or injury the parent is responsible for responding immediately to a call from the Centre and to meet the child and Centre staff at a designated location if off-site care is required.



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### Serious Occurrences

Under the *Ministry of Education*, a Serious Occurrence is any injury which occurs at the Childcare Centre under staff supervision which requires outside medical attention either immediate or follow-up; or, and any allegation or complaint regarding the Centre, its management or staff which has been brought to the attention of the Board of Directors. As well, any injury or incident which the staff feels is serious will also be considered a serious occurrence. Attending staff will complete a Child Accident Report, which must be signed by the attending staff, the Coordinator of the Centre or designated Acting Coordinator, and which is then shown to parents, who are asked to sign the report to indicate their notification of the accident.

In all cases of serious accident or injury the parent is responsible for responding immediately to a call from the Centre and to meet the child and Centre staff at a designated location if off site care is required.

The *Ministry of Education* will be notified within twenty-four hours of the serious occurrence (in the case of accidents or injury) or as soon as the complaint is brought to the attention of the Board. The Coordinator of the Centre and the Board of Directors of the Centre are also informed, and this information must be kept on file at the Centre. More detailed *Guidelines for Documenting Serious Occurrences* are available upon request.

A serious occurrence report will take place when:

- Police, fire, and/or ambulance are used;
- In response to a significant incident involving the *Ministry of Education*;
- The occurrence will likely result in significant public or media attention.

Serious occurrence that occur within the Centre are posted in a visible area for 10 days.