

NEDP HEALTH CARE POLICY

PROCEDURES FOR EMERGENCIES AND ILLNESS

(Parents/Guardians may request a copy of these procedures from the program site or may view on the NEDP website: www.town.northborough.ma.us. Click onto Town Departments, then NEDP.)

MEDICAL and EMERGENCY PROCEDURES

First Aid:

The NEDP educators will administer First Aid to the child in the event of an injury while participating at the program. Each educator holds current certification in First Aid trainings. In the case of an injury requiring more than basic first aid, parents/guardians will be contacted and informed of the situation as soon as possible. An example of such an instance is a cut that might require stitches. Parent/guardians will also be notified if there is an injury to the head or face, as soon as possible. Educators will use their judgment as to whether further medical treatment is necessary, whereby medical emergency procedures will be followed.

Emergency Procedures:

1. In the event of an emergency or illness (such as a seizure, a serious fall or serious cut), the Site Coordinator or designated educator in charge will begin administration of emergency first aid while another educator escorts the children to another area. Educators are trained to respond in a calm and reasonable manner.
2. Another educator will contact the parent/guardian and alert them of the situation so they can come and pick up the child. If response time is a factor, the parent/guardian may have to meet the child and the accompanying educator at the medical facility. An educator must call one of the Co-Executive Directors to inform them of the situation and request additional assistance, if deemed necessary.
3. In the event a situation arises that is life threatening, a 911 phone call will be made for immediate emergency assistance. The parent/guardian will be called immediately to inform them of the situation. The Site Coordinator or designated educator in charge will accompany the child to the medical facility. The child's file will be taken, including permission forms and pertinent insurance information, if available, and a working cell phone.
4. If the parents/guardians cannot be reached, the educator will attempt to contact the people whose names are given as emergency contacts on the registration form. In the event that neither parents/guardians nor other persons listed are available, the educator may call 911 for emergency assistance from the Town of Northborough to help locate the parent. Responding professionals will make the final decision as to which medical facility will be utilized after assessing the situation.
5. From the medical facility, the educator will continue to attempt to contact the parent/guardian or an emergency contact person.
6. Failing to reach anyone, decisions regarding proper medical treatment will be left solely to professional staff at the medical facility. This would include the administration of anesthesia and any other steps considered necessary by the attending physician.

Emergency Procedures When Off The Premises

(including walks off the premises, field trips, and participation at off-site facilities)

1. In the event that an accident or acute illness occurs while on a field trip or other off site activity, the Site Coordinator or designated educator in charge will assess the situation and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the Site Coordinator or designated educator in charge based on the severity of the emergency or illness. If necessary, an ambulance will be called.
2. If the ambulance is needed to transport the child for medical treatment, the Site Coordinator or designated educator in charge will accompany the child to the medical facility and notify parents/guardians. The other educators and children will remain at the trip site and will be transported back to the program site.
3. If the school bus hired becomes disabled, the bus driver will notify the NEDP educators of the problem and location. The NEDP educators will call the NEDP, Inc. Administration Office. The children and educators will stay in the bus until another bus arrives to transport them back to NEDP.
4. The Co – Executive Directors will be contacted by the Site Coordinator or designated educator in charge as soon as possible and informed of the nature and extent of the injury and/or other circumstances and the proposed plan of action.
5. As a preventative measure, prior to the departure from the program site, the Site Coordinator or designated educator in charge will determine appropriate guidelines to be followed during the field trip or off site activity to insure continuity and safety of the children including:
 - A first aid kit will be taken in all vehicles or carried by educators on all field trips or off site activities.
 - Emergency information, including contacts and telephone numbers will be taken on all field trips and off site activities.
 - On a field trip or off site activity educators must know the location of a telephone or have a working cell phone available

The program Site Coordinator will immediately report the situation to the Co – Executive Directors. The Co-Executive Directors will inform the Department of Early Education and Care(EEC) of any serious injury, illness, death or in-patient hospitalization of a child which occurs during the hours the child is enrolled in care and send a written report within 48 hours.

ILLNESS POLICY

NEDP follows the same illness procedures as the Northborough Public Schools. **Children absent from school due to an illness must also be excluded from attending NEDP.**

Children who are mildly ill may remain in the program if they are able participate in the daily activities including outdoor time. If a child's condition worsens during program time or, if it is determined that the child poses a threat to the other children due to the nature of the illness, the parent/guardian will be contacted to come and pick the child up. The NEDP educators will provide the necessary accommodations to make the child comfortable including food, drink, play materials and a designated quiet area, until the parent/guardian or emergency contact person arrives to take the child home.

Children may not return to the program if the following symptoms exist:

- a fever that exceeds 100 degrees
- vomiting two or more times in the previous 24 hours at home or once at the program
- diarrhea
- strep infection, until 24 hours after medical treatment and the child has been fever free for 24 hours
- contagious illnesses such as conjunctivitis, impetigo, rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- head lice, free of all nits or scabies and free of all mites
- the child has the following conditions: unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of a serious illness

Children may return to the program when they return to school. If the child still seems unwell due to the length of the child’s day, parents/guardians may be called for an earlier pick-up.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

PLAN FOR ADMINISTRATION OF MEDICATION

School regulations prohibit any child from carrying medications on his/her person (i.e. backpack, lunchbox). The nurse at your child’s school is not available during program hours and therefore it is NEDP’s responsibility to comply with the Department of Early Education and Care’s (EEC’s) regulations regarding the administration of any medications to a child while in care at NEDP.

Prescription and Non-Prescription Medication:

NEDP educators can administer prescription and non-prescription medication to children **ONLY** under these specific guidelines:

1. A parent/guardian must complete the **Individual Health Care Plan (IHCP) Form and the NEDP Medication Consent Form** in order for educators to administer any medication to their child. Forms are available at the NEDP Administration Office or on our website at www.town.northborough.ma.us, click on Town Departments, NEDP and NEDP forms.

Please Note: All paperwork and medications must be approved by the Co-Executive Directors before they are received by the Site Coordinator at your child’s program.

2. Educators may not administer the first dose of any medication to a child. Parents/guardians must administer the first dose outside of program hours to assure the child has no adverse reaction to the medication.
3. All **prescription medications** must be in the containers in which they were originally dispensed and with their regular labels affixed to include the name of the drug, physician’s name and phone number, name of the child, directions for its administration, dosage and storage. ***It is recommended that the parent/guardian request an additional container from their doctor or pharmacist to be left at NEDP.***

4. All **non-prescription** medications (i.e. Tylenol, Benadryl) must be in the original manufacture's packaging and require a **Medication Consent Form** completed by the child's health care practitioner and must be approved by the Co-Executive Directors before our educators can administer the medication to your child.
5. Educators cannot administer any medication contrary to the directions on the original container unless there is written authorization by the child's health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
6. The child may be permitted to administer his/own medication under the supervision of educators (such as inhalers, Epi Pens). All requests will be kept in the child's folder. Written parental consent and authorization of a physician is required for a child with asthma to carry their own inhalers and use them as needed without direct supervision of educators.
7. All medications will be stored in zipper bags with the child's name on it out of the reach of children in the educators locked storage cabinet. All medications that are considered **controlled substances** must be kept out of the reach of children
8. Each time medication is administered to a child, the educator will document in the child's record the name of the medication, the dosage, the time and the method of administration and who administered the medication.
9. All unused, discontinued or outdated prescription medications will be returned to the parent/guardian. When return to the parent/guardian is not possible or practical (i.e. the child has left the program) the medication will be destroyed in accordance with Department of Public Health Drug Control Program. The destruction will be recorded by the Site Coordinator or Co-Executive Director. All returned or destroy medication will be documented in the child's file.

Topical Ointments and Sprays

Topical ointments and sprays such as petroleum jelly, sunscreen and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent/guardian will be valid for one year and include a list of topical non-prescription medication.

1. A written dated and signed request must be attached to the medication or given to the educators indicating authorization for administering the medicine. The child may be permitted to administer his/her own medication under the supervision of educators. Please include the nature of the illness and reason for the medication. All requests will be kept in the child's folder. Children with asthma may carry and use their own inhalers as needed without direct supervision of educators after written parental consent and authorization of a physician is given to educators.
2. When topical ointments and sprays are applied to wounds, rashes or broken skin, NEDP will follow its written procedure for non – prescription medication which includes the written order of the physician, which is valid for one year and the **Medication Consent Form** signed by the parent.

Plan For Meeting Individual Children's Specific Health Needs

At the time of registration, parents/guardians are required to list any known allergies on the application form. The information is updated yearly or as necessary throughout the program year.

All allergies or other important medical information are posted at each of the program sites in the educators cabinet and in the snack storage cabinet/container. Allergies lists are updated as necessary, i.e. when new children enroll, unknown allergies become known.

All educators are kept informed by the Site Coordinator so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

For a child with food allergies, a list of acceptable snack items will become part of the NEDP grocery list and/or parents/guardians will be asked to provide their child's snack. A "peanut free" table will be provided for those children needing this accommodation.

The names of children with allergies that may be life threatening (i.e. bee stings, peanut allergies), will be posted in designated educators locations with specific instructions, if an occurrence were to happen. Epi Pens, provided by parents/guardians, are readily accessible in the event a treatment is needed. The Site Coordinator will be responsible for making sure that educators receive appropriate training to handle emergency allergic reactions.

Common Illness:

Educators will be aware of each child's well-being and will call the parent/guardian if a child appears ill. **Children who develop fevers at home, school, or at the program must be fever free for 24 hours before returning to the program.** An early pick-up will be warranted if the child has a fever equal to or greater than 100 degrees, is vomiting, has diarrhea, an allergic reaction, excessive pain, or at the educator's discretion. A quiet area is provided for children to rest if needed. A health consultant is available on an on-call basis for necessary consultations.

Contagious Illness:

The program will post and inform parents/guardians of any contagious illness within the program (ex. Strep, conjunctivitis, chicken pox, etc.). The NEDP also requires that parents/guardians let the educators know of a contagious illness that their child has contracted.

Chronic Medical Condition:

Individual Health Care Plans (IHCP) are required for children with chronic medical conditions that have been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment and the potential consequences to the child's health if the treatment is not administered. Educators are required to have successfully completed training, given by the child's health care practitioner, or with his/her written consent, given by the child's parent/guardian or NEDP's health care consultant, that specifically addresses the child's medical condition, medication and other treatment needs. NEDP educators may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

Children With Disabilities:

Prior to enrollment, parents/guardians may be required to meet with the Co-Executive Directors and/or program Site Coordinator to discuss and specific measures that need to be established in order to ensure that the health requirements for that child are met. These specific measures will be documented and placed in the child's file and reviewed with the parents/guardians as needed.

PLAN FOR MANAGING INFECTIOUS DISEASE

Educators will take extra special precautions when children who are ill are diagnosed at the program and when children are mildly ill remain at the program.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the program if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably;
- the illness results in greater care need than the program educators can provide without compromising the health and safety of the other children;
- the child has the following conditions: fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness;
- diarrhea;
- vomiting two or more times in the previous 24 hours at home or once at the program;
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, until 24 hours after treatment has started or all the sores are covered;
- head lice, free of all nits or scabies and free of all mites;
- strep infection, until 24 hours after treatment and the child has been without a fever for 24 hours;

- many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A,B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the Department of Public Health. www.state.ma.us/dph
- chicken pox, until the last blister has healed over;
- Pertussis (Whooping Cough).

A child who has been excluded from the program may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious risk to him or her or to other children. Nevertheless, NEDP may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the program and shows signs of illness (for example: a fever equal to or greater than 100 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.) he/she will be offered a comfortable place in which to rest. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, the parent/guardian will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the program, parents/guardians will be notified immediately, and in writing by the program Site Coordinator or designated educators in charge. Whenever possible, information regarding the communicable disease shall be made available to parents/guardians. The Site Coordinator at each program shall consult the Child Care Health Manual for such information. The Department of Public Health (DPH) will be notified when there is a reportable communicable disease at the program.

PLAN FOR INFECTION CONTROL

All educators will practice universal precautions (consider everything infected – wear gloves, wash hands, etc.)

The Site Coordinator shall insure that educators and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Educators and children shall wash their hands minimally at the following times:

1. Before eating or handling food;
 - a. After toileting;
 - b. After coming in contact with bodily fluids and discharges;
 - c. After handling visiting animals to the program or their equipment; and
 - d. After cleaning

Procedures for washing and disinfecting specified equipment, items or surfaces

Program tables used for snacks are cleaned with a disinfectant wipe before and after snack by educators.

Toilet and toilet seats, sinks and faucets, drinking fountains and tables are washed with soap and water and disinfected daily by the custodian.

Procedures for the clean-up of blood and bodily fluids

All educators will wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during a situation when assisting a child with toileting, when administering first aid for a cut, bleeding wound or a bloody nose.

Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle in the janitors closet and mark "Biohazardous waste." The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each educator will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

PLAN FOR INJURY PREVENTION

- A. To prevent injury and to ensure a safe environment, NEDP educators are responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions will be reported to the Site Coordinator. If necessary, the Site Coordinator or designated educator in charge will bring the repairs needed or unsafe conditions to the attention of the school principal.
- B. All educators will monitor the outdoor playground area and remove any hazards. Repairs or unsafe conditions will be reported to the school principal. Educators will check children's clothing to ensure that it is free strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard. Decisions for outdoor play will be dependent on the weather conditions as to protect the children against cold, heat and sun injury
- D. Toxic substances, sharp objects and other hazardous items will be stored out of the reach of the children.
- E. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips and off site activities. A working cell phone will also be available.
- F. An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of the accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Educators will use the Injury/Illness Report form to record the above information. Educators are required to submit the completed form to the Site Coordinator for review.

Once the Site Coordinator has reviewed the Injury/Illness Report form and has signed, the form is given to the parent/guardian at the time of pick-up. The parent/guardian reviews the information and signs the form. The parent/guardian will receive a copy.

The educator will log the report in the Central Log of Injuries and then file the report in the child's file.

Only educators who have current First Aid will be allowed to administer first aid no matter how minor the injury.

PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT

Location of First Aid Kit

Each program will maintain a first aid kit. It will be located on the top shelf of the educators storage cabinet in the cafeteria. The first aid kits are out of the reach of the children but easily accessible in case of emergency.

Portable first aid kits used on field trips include: first aid supplies and children's emergency contacts and telephone numbers.

Who maintains the first aid kit ?

The first aid kit is maintained by the Site Coordinator or designated educator person. First aid kits at all programs will be inspected monthly but supplies will be replaced as needed. Educators will report any missing items to the Site Coordinator or designated educator person.

Who administers first aid?

Educators certified in first aid and in accordance with recommended procedures will utilize all first aid supplies and/or equipment.

NEDP requires all Site Coordinators and Group Leaders to be first aid certified within six (6) months of employment. One educator certified in CPR must be on the premises during all hours of operation.

All NEDP educators are required, by EEC, to participate annually in a training that addresses the 5 Rights of Medication Administration.

Contents of First Aid Kit (s):

Adhesive tape	Scissors	Flashlight
Band-Aids	Thermometer and sheaths	Pencil and paper
Gauze pads	CPR mouth guard	Universal Precautions
Gauze roller bandage	Antibacterial soap	Instructional Guide
Disposable non-latex gloves	One Bottled Water	
2 instant ice packs (minimum)	Clean covered container	

EMERGENCY EVACUATION

Emergency Evacuation Plans are posted at all exits.

During an emergency evacuation the designated educator will be responsible for gathering the children at the appropriate exit and leading the children out of the building. Another educator will be responsible to take the attendance book and continue to gather the children to lead them out. Any other educators will assist in the evacuation and check for stragglers.

Once outside at the designated meeting area, the educator with the attendance book will take the attendance.

The Site Coordinator or designated educator in charge will make a visual inspection of all areas the children may have been in, including the bathrooms, before exiting the building.

NEDP will maintain a daily attendance list that is current. Educators are responsible for documenting when children leave the program on the attendance sheet to assure the number of children in attendance equals the number of children safely evacuated. The attendance sheet is located on the educator's table as to be easily accessible during an evacuation emergency.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the Site Coordinator.

Children and educators practice using different evacuation routes so that the children and educators become familiar with them.

It is the responsibility of the Site Coordinator to maintain documentation of the date, time and effectiveness of each drill in the Fire Drill Log.

**PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED
CHILD ABUSE AND NEGLECT**

NEDP educators are mandated by the Massachusetts Department of Early Education and Care (EEC) to report suspected child abuse and neglect to the Department of Children and Family (DCF).

NEDP will make every effort possible to prevent child abuse and neglect. The procedure for reporting any suspected incident of abuse and/or neglect shall be as follows:

1. Any educator who suspects child abuse and/or neglect shall report his/her suspicions to the Site Coordinator and/or Co-Executive Directors.
2. The Site Coordinator will consult with the NEDP, Inc. Co-Executive Directors who will further assess the information and report suspected abuse or neglect to the Department of Children and Family (DCF) pursuant to M.G.L. C 119, S51A. This includes making an oral report and a subsequent written report within 48 hours.
3. It will be the responsibility of the NEDP, Inc. Co-Executive Directors to maintain 51A report records.

NEDP educators shall cooperate in all investigations of abuse and neglect. When necessary and after consultation with the NEDP, Inc. Co-Executive Directors, the Site Coordinator shall identify parents of children currently or previously enrolled in the program; provide consent for disclosure to the EEC and allow the EEC to disclose information to any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children.

If a 51A report is made alleging abuse or neglect by an educator, he/she shall be relieved immediately of any responsibilities requiring direct contact with children with pay pending the outcome of the DSS and EEC investigations. The Co—Executive Directors and NEDP educators will cooperate fully with all investigations Following the investigation by the Department of Children and Families (DCF) and any further investigation by the EEC, the NEDP, Inc. Co-Executive Directors in consultation with the NEDP, Inc. Board shall make a determination as to the educator’s employment status. Furthermore, the Co-Executive Directors will make recommendations as to any programmatic changes that might prevent similar incidents in the future. This policy shall be part of every volunteer and paid educator’s orientation to the program

***The Worcester Department of Children and Families’ (DCF) telephone number is:
(508) 929-2000***

***The Massachusetts Department of Early Education and Care’s (EEC) telephone number is
(508) 798-5180***