

DEDHAM COMMUNITY HOUSE ASSOC., INC
Dedham Community House Preschool
70 Bullard Street Dedham, MA 02026
(781) 329-4841

HEATH CARE POLICY AND EMERGENCY PROCEDURES

Health Care Consultant: Emily Peloquin-Pape Telephone: (617) 331-1508

Emergency Telephone Numbers:

Emergency Rescue: 911

Dedham Police Department: (781) 326-1212

Poison Prevention Center: (617) 232-2120 or 1(800)-222-1222

Hospitals Used for Emergencies:

1. Beath Israel Deaconess Hospital

148 Chestnut Street, Needham, MA 02492

2. Mass General Brigham Newton-Wellesley Hospital

2014 Washington Street, Newton, MA 02462

Emergency Contact People:

Preschool Director-Jayma Thompson: (781) 492-4890

Preschool Assistant Director- Patricia McLaughlin: (508)-455-8042

*Dedham Community House Preschool is located just outside of Dedham Center. From Dedham Center, go past court houses, take 2nd right off High Street on Bullard Street. The preschool is the stone building located at:
70 Bullard Street, Dedham, MA 02026.*

Our health care policy has been carefully designed in conjunction with our health care consultant. It is essential that the following guidelines be followed to ensure everyone's (both children's and adults') good health.

If your child becomes mildly ill during the day, we will provide support for them to remain comfortable. If there is concern for the health and safety of others, we may bring them to the sick/isolation room. He/she will rest comfortably with quiet activities of interest. If we feel that it is not in the best interest of the individual or group for the child to remain at school, or if the child is not fully able to participate in the program without prolonged individual staff attention, we will call you to come and pick up your child. Please come within 30 minutes of our phone call. If on any given day you will not be at your usual home or work number, be sure to give us a number where you can be reached, or we will call your emergency contact numbers.

If you have a child at home who appears to fall into one of the categories below, please keep him/her home. We request that you call us by 9:00 a.m. if your child will be absent. If we do not receive a call from you, we may call you to follow up on the absence. This helps us in planning our daily program, and in accounting for each child. Notification of exposure to a contagious disease (COVID-19, chicken pox, measles, conjunctivitis, etc.) is very important to us and once informed we will make parents aware. Please call if you have any questions. We allow parents with written permission from their child's health care practitioner to train staff in implementation of their child's individual health care plan.

HEALTH POLICIES

Due to the public health situation EEC has updated our health policies to provide more guidance for child/staff illnesses.

The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from care:

- a. Fever (100.0°F and higher), feverish, had chills
- b. Cough
- c. Sore throat
- d. Difficulty breathing
- e. Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- f. New loss of taste or smell
- g. New muscle aches

The following symptoms, if observed in combination with symptoms from above are cause for immediate isolation and exclusion from childcare:

- a. Fatigue
- b. Headache
- c. Runny nose or congestion
- d. Any other signs of illness

If our program is informed of a COVID-19 positive individual in our program, or a COVID-19 positive individual that shares a home with an individual in the program we will refer to our current COVID-19 Guidelines and communicate with families about any exposures if their child is considered a close contact. ***COVID-19 Policies and Guidelines are subject to change based on recommendations from EEC and CDC.*

ADDITIONAL HEALTH POLICIES-TEMPORARY EXCLUSION FROM PROGRAM

FEVER:

If a child has been sent home with a fever (100 degrees or higher) or an inability to participate fully at school he/she must remain at home, **fever free, for 24 hours** before returning to the program. However, if the fever should recur after the child has returned to school, you will be notified and must come immediately to take your child home.

DIARRHEA:

There are many causes of diarrhea, one of which is viral and contagious. A child will be sent home if he/she has had more than two watery stools during the day. Children may return to the program **24 hours** after the diarrhea has subsided. If your child is to return to the program with occasional diarrhea due to antibiotics, etc., we must have a written or verbal statement from your pediatrician that the diarrhea is not contagious.

VOMITING:

A child who has vomited must stay home or go home until the vomiting has subsided for at least **24 hours**.

IMPETIGO:

This is a skin infection characterized by crusted sores, often first appearing on the face. If impetigo is suspected, we will ask you to have your child checked by a doctor. If the diagnosis is confirmed, your child must be on antibiotics for **24 hours** before returning to the program.

COLDS:

Colds are common at any preschool. Any child well enough to come to school with a cold will be expected to participate with other children in usual outside activities. A common side effect of a cold is a runny nose. A thick yellow or green discharge can be an indication of infection. If your child has thick yellow or green discharge they must stay home. Sore throat or ear pain sometimes indicates a more serious infection that requires evaluation and treatment by the doctor as well.

CONJUNCTIVITIS:

This is a highly contagious infection of the eye, characterized by tearing and a yellow discharge. If the diagnosis is confirmed, children may return to school after given the appropriate medication as indicated by their physician.

STREP THROAT:

Strep throat can show a variety of symptoms. Your child should be seen by a doctor if he/she has a fever, rash, and/or sore throat. If the diagnosis is confirmed, your child must be on antibiotics for **24 hours** before returning to the program.

**The criteria for exclusion due to reportable diseases will be in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health, and CDC*

INFECTION CONTROL

To reduce the spread of infection, the center will ensure that staff and children wash their hands with liquid soap and hot running water using friction for a minimum of 20 seconds. Hands will be dried using disposable paper towels. If soap and water are unavailable, we will use hand sanitizer with at least 60 percent alcohol (with parental consent).

Staff and children will wash their hands at least at the following times:

- upon arrival
- before and after eating or handling food
- after coughing or sneezing (in addition to the use of a tissue)
- after toileting and diapering
- after touching or being in contact with facemask or cloth face covering
- after changes of gloves
- after contact with bodily fluids and discharge (in addition to use of disposable gloves)
- after cleaning or disinfecting
- before and after administering medication
- after handling soiled laundry
- after working with any child with an infectious disease

*** Gloves must always be worn by staff when diapering and toileting, administering medication, disinfecting surfaces and items, and food preparation.*

Bodily fluids will be cleaned up using a soap and water solution followed by a disinfecting bleach/water solution. All tabletops and diaper changing tables (covered with disposable paper) will be sanitized according to State regulations posted by kitchen counter where bleach solution is prepared daily. All mouthed toys will be placed in a bucket to be sanitized. Classroom materials are sanitized numerous times during the day and shared equipment is sanitized after use. Staff does not use hand washing sinks for bathing children or for removing smeared fecal material.

CHILDRENS' CHRONIC HEALTH CONDITIONS

Parents/guardians will be asked to provide (if applicable) the information in the child's enrollment forms about their child's individual health care needs. A list of children's allergies and other special health concerns will be posted in each classroom, as well as the kitchen and office in a confidential manner. Parents will be allowed to aid staff with the proper implementation of their child's individual health care plan. For children with chronic medical conditions such as, but not limited to, allergies, asthma, seizure disorder, epilepsy, diabetes, the following procedure will be followed:

- Annually fill out Individual Health Care Plan **signed by both a parent/guardian and a health care practitioner.**
- Obtain guidelines for procedure from child's health care practitioner in the event of a reaction or episode.
- Train staff on appropriate procedures from health care practitioner
- Procedures will also be put in place to ensure that the proper health care requirements of children with disabilities are met.

MEDICATION POLICY: (Prescription and Non-Prescription)

From time to time your child may need to be given medication while at school. Our staff and administration are trained in medical administration according to EEC regulations. Please see the following procedures and guidelines for medication:

- A specific EEC Individualized Health Care Plan Form (provided by preschool) must be **signed by both a parent/guardian a health care practitioner** and kept on file for chronic health conditions. *(Form valid for 1 year from signed date)*
- A specific EEC Medication Consent Form (provided by the preschool) must be signed **by both a parent/guardian and health care practitioner** for **any medication** to be given at school.
- Teacher will check to make sure child has taken this medication before
- Medications must be provided in their **original container with the prescription label** on it.
- Before dispensing, teacher will wash hands, put on gloves, and check the following:
 - Right medication
 - Right child
 - Right time
 - Right dose
 - Right route
- Medications will be stored according to directions in the locked medication located in the office or refrigerator if needed. **Rescue medications such as inhalers, Epi-pens and Benadryl will be store out of reach of children in classroom emergency backpacks accessible to teachers.**

Topical non-prescription items such as diaper creams, sunscreen, bug spray, petroleum jelly, calamine lotion, hand sanitizer and other ointments will only be administered to a child with parental authorization. DCH Preschool must receive a signed “**Topical cream and Hand Sanitizer Form**” by parents/guardians allowing the school staff to apply these ointments. This form is valid for one year from the date it was signed.

ALLERGY INTERVENTION PROCEDURES

Information concerning allergies to food, medicine, insects (bees), or other substances will be requested as part of the child’s medical form. Once this medical form has been submitted to DCH Preschool, it will be verbally reviewed with the child’s parents to ensure that the information is complete and correct. Information concerning the type of allergic reaction and recommended interventions to prevent exposure, and procedures in the event of exposure, will also be reviewed at this time.

If a child ingests or comes into contact with a substance to which he/she is known to be allergic, the following procedures will be immediately implemented:

1. If the parents and physician have provided medication and procedures, these will be followed as per the physician’s orders.
2. If the substance has been ingested, poison control will be contacted immediately, and their instructions followed. The poison control telephone number will be kept by the telephone.
3. If any signs of respiratory distress or difficulty appear, emergency assistance will be obtained immediately. Emergency medical procedures will then be followed.
4. Parents will be contacted as soon as the immediate emergency actions have been initiated

EMERGENCY PROCEDURES

The Director, Assistant Director, or designated supervisor on duty will assess the nature and urgency of any emergency situation and act accordingly. They will call emergency services (911) if necessary or will contact the Health Care Consultant (Emily Peloquin-Pape) if in need of medical advice. A staff member will remain with the child while attempts are made to contact parents/guardians if the emergency is not too severe. If parents/guardians are unable to be reached, then emergency contacts listed in the child’s file will be contacted and notified of the situation. Parents/guardians will be provided with a written injury report within 24 hours of any injury that occurs to their child and that will explain any first aid procedures administered.

In a **non-emergency situation**, the following procedures will be used as needed:

1. Administer first aid (health care consultant will be contacted if necessary).
2. Contact parent/guardian or emergency contact numbers if parents/guardians cannot be reached. The child’s physician may also be contacted.
3. Staff completes a written injury report that will require a signature from a parent/guardian. (a copy of this report will be provided to parent/guardian and added to the child’s file.)
4. Arrange for any necessary transportation by parents or emergency contact.

In the event of a **medical emergency**, the staff at DCH Preschool will initiate the following procedures. The steps include, but are not limited to:

1. Administer immediate emergency first aid, while contacting emergency services (911)
2. Contact parent or emergency contact numbers if parents cannot be reached. The Director or Assistant Director will be responsible for decision making if parents or emergency contacts cannot be reached. Child’s physician may also be called.

3. If hospitalization or emergency room evaluation and treatment is required, one staff member will accompany the child in the ambulance, bringing his/her health record and emergency release information unless a decision is made in conjunction with parents to wait for their arrival, in which case parents would accompany the child to the hospital.

The same emergency medical procedures will be followed on field trips.

The teachers bring children's emergency contact and medical information on all field trips. A First Aid kit is also brought on all field trips. A staff member certified in both CPR and First Aid will be present.

Thank you so much for taking the time to read these policies! Please make sure to ask any questions before signing the Handbook & Health Care Policy Signature Page.