

# RENAISSANCE CHILD DEVELOPMENT CENTER

1603 North Cass Street  
Milwaukee Wisconsin 53202  
414-276-1133

## HEALTH CARE POLICIES

### 1. Observation

Each child upon arrival is observed by the teacher in charge for symptoms of illness.

Any evidence of unusual bruises, contusions, lacerations or burns is noted in the accident and medication report log and in the child's file.

Additionally, this information is reported to the Executive Director.

Food allergies of children are communicated to all staff having direct contact with those children. A list of allergies is posted in the office, the kitchen and in all classrooms.

### 2. Isolation

The office is used as an isolation area for children who become ill while at the Center. A responsible adult stays with the child until the child is retrieved.

### 3. Ill Child Procedure

Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illness or condition may be immediately isolated.

Sick children are provided with a cot, sheet and blanket and kept within sight and sound of a staff person.

The child's parent(s), or a designated responsible person, are contacted as soon as possible after an illness is discovered. The parent or designated responsible person must immediately arrange for the pick up the child from the center.

Children with a fever of 101 degrees or more shall be sent home ill. Parents will be notified and have 1 hour to pickup their child.

Children having three loose bowel movements in a 24 hour period shall be sent home ill. Parents will be notified and have 1 hour to pickup their child.

Children vomiting shall be sent home ill. Parents will be notified and have 1 hour to pickup their child.

### 4. Communicable Disease

When a child is suspected of having a communicable disease, such as chicken pox, German measles, infectious hepatitis, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the city health nurses will be notified.

When a diagnosis of a communicable disease is made by a health care professional, the exposed children will be watched for symptoms of the disease and parents of other children will be notified by a posting.

A child with a communicable disease will be readmitted to the Center only after providing a written statement from a physician or after the designated time as recommended by the City Health Department.

#### 5. Medication

Prescriptive and non-prescriptive medications are given to children only under the following conditions:

When the Medication Authorization Form has been completed.

Medication must be in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date and, if prescriptive medication, the physician's name.

A written report, of medications given to children at the Center is kept in the child's file (Medication Authorization Form) and in the Medication/Incident record log.

Medication requiring refrigerator is kept in a covered container marked "Medication" in the refrigerator. Other medication is kept in a place that is inaccessible to children.

#### 6. Personal Cleanliness

Children's hands are washed with soap and running water before and after meals, after toileting or diapering, after outdoor play, before water play and when ever else is necessary and after blowing noses.

Teachers wash their hands upon arrival at the Center, before and after diapering or assisting children with toileting, after caring for a sick child, after using the toilet and whenever else is necessary.

Teachers and staff wash their hands before handling food and wear plastic gloves and a hair restraint while handling food.

Parents are to supply a change of clothes to be kept at the Center. Wet or soiled clothing will be changed promptly and sent home. Teachers are responsible for reminding parents when fresh clothing is needed. The Center maintains a supply of extra clothing for emergencies.

## 7. Accident or Injury

Procedure for emergency medical care:

If there is an emergency requiring immediate transportation, 911 will be called and the child will be transported to St. Mary's Hospital.

If a child is injured off site, depending upon the injury, the child will be treated at the location of the injury, returned to the Center as expeditiously as possible, or 911 will be called.

If a child must be taken to the emergency room and immediate transportation is not required, parents will be called to transport the child.

If the parents cannot be reached, the alternate emergency contact person will be called.

No staff member will ever transport a child in their personal vehicle.

## 8. Physical Exam

Each child will have an initial examination not more than 6 months prior to, or no later than 90 days after admission to the Center. Children under 24 months of age shall be given a physical exam by a licensed physician every six months after admission to the Center. The results of these exams will be reported on the Health Report Form.

Parents are responsible for arranging for their child's physical exam. Failure to maintain this schedule may be grounds for dismissal.

The Executive Director will keep records and make sure the records are complete and up to date.

## 9. Immunization

Each child will have an immunization history which states that the child has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, hepatitis b and the date that each dose was administered. This written statement will be on file at the Center prior to the child's admission, or one of the following compliance alternatives will be met prior to the child's admission:

Upon written and dated statement by a physician that in the opinion of the physician a particular immunization required under S. 140.05 Statue, may be detrimental to the health of a particular child, the requirement for that particular immunization will be waived for that child until it is certified by that physician or another physician chosen by the parent that the particular

immunization is no longer detrimental to the health of the child;  
OR

Upon written, signed and dated statement by the parent that a particular child is of a religious belief which precludes immunization, the immunization requirements will be waived for the child.

A written statement from the parent regarding the type and date of any immunization administered to the child after the immunization history has been submitted to the Center, will be on file within 90 days.

The immunization form must be completed by the first day of attendance. If the child has not received all immunizations appropriate for the child's age, the parent must indicate on the form how they intend to obtain required immunizations or sign the form that permits compliance alternatives for personal or religious convictions. If a medical alternative is necessary this must be signed and dated by the physician and specify which immunizations are not medically indicated by the physician and specify which immunizations are not medically indicated at this time. The first series of immunizations (1st shot) of Diphtheria, Pertussis, Tetanus (DPT), Poliomyelitis (Oral Sabin), Measles and Rubella must by State law be obtained within 30 days of the first day of attendance. Second, third and fourth shots of DPT and Polio must be obtained at 30-day intervals for the following 90 days.

The Executive Director is responsible for record keeping system that will allow for follow ups on required immunizations with parents.

#### 10. Parents

A. Parents of enrolled children will be notified by the director or teacher in charge of the Center of the following:

When their child has been exposed to a communicable disease that has been diagnosed or suspected.

Illness or serious injury to the child, immediately.

Minor injury to the child, upon departure from the Center.

#### 11. Health Qualifications

A. All persons except volunteers, who work directly with children must have a health examination within six months prior to beginning work or within

30 days thereafter. The report, dated and signed by a physician, shall be on file in the Center and certify that:

The person has had a negative TB test.

The person is free from illness detrimental to children.

The person is physically able to work with young children.

Staff is responsible for arranging for physical examinations with their own physician.

No staff, volunteer, visitor or parents with symptoms of illness, communicable disease or whose behavior gives reasonable concern for the safety of children may be on the premises of the Center.

No person with a health history of typhoid, paratyphoid, dysentery or other diarrhea diseases may work in the Center until it has been determined that they no longer carry the disease.

#### Pets

Only animals that are tolerant of children shall be kept at the Center.

All pets, if any, will be kept and handled in a way that protects the well-being of both children and pets. Currently there are no pets at Renaissance.

Renaissance will give prior notice to all parents before introducing pets to the center.

Sanitation: all furnishings, toys and other equipment shall be washed or cleaned when they become soiled. Eating surfaces will be washed and sanitized before and after each use. Potty chair receptacles will be emptied, rinsed and disinfected immediately after each use.

#### Diapering and Toileting

Wet or soiled diapers and clothing will be immediately changed.

Diapers will be changed on a clean, disinfected surface.

Disposable gloves will be worn by the staff when changing a diaper or helping with toileting.

Disposable diapers and gloves will be immediately placed in a covered, lined container.

Staff will wash hands before and after diapering or assisting with toileting.

Children's hands will be washed or cleaned after diapering or toileting.

Lotions, powders, or salves will be applied to the child during diapering only upon written direction from the parent(s).

Rest Periods.

All children under 5 years old, in care for more than 4 hours, shall have a nap or rest period.

A child who does not sleep after 30 minutes and a child who awakens shall have quiet time through equipment or activities that do not disturb other children.

All bodily secretions shall be handled by staff members wearing latex or vinyl gloves.

All staff shall be trained regarding the risks and safety precautions associated with sudden infant death syndrome prior to the first day of work.

Staff will be responsible for checking all emergency contact cards to see if any children have special medical requirements or conditions. Allergies to all children in the center are posted in every classroom and the kitchen.