

UW Early Care and Education Center Policies – Health and Safety

I. Child/Family Expectations (General Health)

A. Each child should show evidence of health and accident coverage.

B. All children must have **current** immunization card (from a physician or public health nurse) within 30 days of acceptance at UWECEC.

C. A daily health check will be conducted when each child arrives at the Center. If the director or head teacher determines that the child's health does not meet the Center's health standards, as listed below in accordance with Wyoming Childcare Licensing Rules, the child will not be allowed to attend the Center until he/she is well again. **If your child does not feel well enough to participate comfortably in all program activities (including outdoor activities), even without a fever, the child should stay at home.**

1. Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused for care by the facility staff.
2. Facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:
 - a. Diarrhea, when it is due to disease spread by fecal contamination as determined by a physician; accompanied by evidence of dehydration or fluid loss, identified by sunken eyes or poor skin elasticity; accompanied by abnormal stools with blood or mucous; accompanied by a history of poor fluid intake or unusual drowsiness; or continued beyond four days unless a physician provides written documentation that it is safe to readmit the child for care. (6-13) Wyoming Childcare Licensing Rules, revised July 1, 2001.
 - b. Severe pain or discomfort.
 - c. Two or more episodes of acute vomiting within a period of 24 hours.
 - d. Difficult or rapid breathing.
 - e. Yellowish eyes or skin.
 - f. If a child has a fever, the child will not be allowed to attend the center until he/she is well again and has been without a fever for 24 hours. This means no fever ***without*** Tylenol or Motrin. These medications are very effective in reducing the fever and helping the child to feel better, but do nothing to cure the underlying cause of illness.

The following temperatures are considered to be elevated:

- **Oral or tympanic temperature that is greater than or equal to 101 degrees Fahrenheit.**
 - **Axillary (arm pit) temperature that is greater than or equal to 100 degrees Fahrenheit.**
- g. Untreated head lice
 - h. Untreated scabies
 - i. Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria
 - j. Skin rashes, excluding diaper rash, lasting more than 1 day
3. Children with the following symptoms should be excluded from child care *unless* they are under the care of a physician, *and* the physician has approved in writing their return to child care:
- a. Skin rashes, excluding diaper rash, lasting more than one day
 - b. Swollen joints or visibly enlarged lymph nodes
 - c. Elevated oral temperature of 101 degrees
 - d. Blood in urine (6-14) Wyoming Childcare Licensing Rules, revised July 1, 2001
 - e. If a child develops a health problem, enough information should be available at the Center so that the child can be picked up within one hour. Please provide accessible emergency numbers. This is **very** important.

II. Teacher/Center Expectations (General Health)

- A. All center staff will receive a TB test upon their employment.
- B. Lead teachers will become licensed in CPR and First Aid within 3 months of hiring.
- C. Teachers and assistant teachers will attend approved Blood Borne Pathogens training and follow the recommended procedures when diapering or toileting children or dealing with any bodily fluids.
- D. Center staff will report to parents any evidence of injury or potential health problems.
- E. Center staff will isolate a sick child, with an adult present, in the nurse's office until parents come to pick up the child.
- F. Uncertainties about whether exclusion from school is necessary will be decided by the Nursing Consultant provided through the School of Health Sciences.
- G. Only the Nursing Consultant or approved ECEC staff who have completed the medication administration training will administer medications to children. Medications can only be given when:
 - 1. Prescribed by a licensed health professional or
 - 2. If over-the-counter, is accompanied with a medication consent form given the center by the parents or legal guardian.
 - 3. Any deviation from recommended dosage must be accompanied by a physician's written instructions.
 - 4. Medications must bear their original prescription label or manufacturer's label, be in safety-lock containers, and be stored safely with regard to

- temperature, light and other physical storage requirements.
5. A medication consent form must have been completed by the parent or legal guardian and include specific instructions for the date, time, and dosage to be administered.
 6. Child care staff who administer medication shall have received training approved by the Department of Family Services on administration of medicine.
- H. Medications will be stored in the dedicated refrigerated in the nurse's office or in a cool, dark cabinet inaccessible to children in the nurse's office.
- I. A written record of all medication given to children shall be kept, including date, time, amount of medication and signature of person administering it.
- J. Center staff will keep the general environment clean and tidy; they will clean and sanitize the tables, toys and learning materials according the requirements of Wyoming Child Care Licensing Rules (which will be available in the Directors' offices for parents to examine).
- K. Center staff will follow Licensing and WestEd guidelines for diapering procedure. The procedures will be posted in the infant and toddler rooms.

III. General Safety

- A. Both indoors and outside, children will be closely supervised by an appropriate number of care givers. They will be taught basic safety information.
- B. At least two adults will accompany groups of children on field trips.
- C. Center play equipment will be kept clean and in good repair. In accordance with national playground safety standards, climbing structures and swings will be surrounded by adequately large fall zones of appropriate-depth approved shock-absorbing materials.
- D. Children will not play and eat at the same time.
- E. Infants and toddlers will not be allowed to sleep with bottles.
- F. Infants and toddlers will not be left unattended on high surfaces such as changing tables or lofts.
- G. Children in vans on field trips, or babies and toddlers in strollers, will be appropriately seat-belted.
- H. Drivers of field trip vehicles will have a current university defensive driving training certificate.

IV. Suspected Child Abuse

- A. Any staff person observing evidence or suspected evidence of child abuse is required by law to report it to either Department of Family Services or the local police.
- B. Procedures for reporting suspected abuse include:
 1. Observe carefully and document in writing, note date and time and circumstances.
 2. Report the evidence of suspected abuse to one of the Directors.
 3. Report the information either to Department of Family Services or the police.
 4. Do nothing more until instructed by the investigating authority.

V. Building Security

- A. Only the front door is accessible to entry, and it is watched by either the Administrative Assistant or Director. (A card-entry system is planned).
- B. Children will be allowed to be picked up only by people on the parent's pre-approved list.
- C. Every classroom has direct phone access to the front desk.

VI. Emergency Procedures

- A. Regular monthly fire drills will be conducted, and fire drill instructions and paths will be posted in each room.
- B. In case of injury to a child or staff member, parent/emergency contact person will be called; the Nurse Consultant and the person's physician will be contacted, and if the injury appears potentially serious, Iverson Hospital, directly across 30th street, will be contacted.
- C. In case of a civil or personal threat, formal lock down procedures will be instituted. All children will be gathered in their assigned classrooms, both inner and outer doors locked, and children kept away from windows. Phone communication via the intra-building system and/or cell phones will be maintained. Each classroom has toilet facilities and water. Each class will maintain a small emergency supply of ready-to-eat food on hand. Each teacher will have a phone list for her class in the room at all times.
- D. In case of severe weather such as tornado, all children and staff will take shelter in the most protected parts of the building, especially the conference room, adult bathrooms, and hall on the support side of the building, all rooms with no windows. Secondary shelters would be the college technology classroom (with one small window), the library, the bathrooms in each classroom, and the infant sleep room and nursing room.
- E. In case a building evacuation ever became necessary, the infants, toddlers, and Toddler Transition rooms would go to the UW Apartments office on Arrowhead Lane; preschool classes and the after-school program would go to the Family Housing Community Center on Kendrick Street. Both buildings are a short walk from the center. Infants would be transported in the heavy-duty evacuation crib, toddlers in the multi-passenger stroller-van and supplementary strollers. Class lists would be taken and parents called.