

Policy 16. Health, Safety, and Emergency Preparedness

16.1 Administration of Medication

- Medications will remain secured in Director's office or kitchen (if refrigeration required) and administered only as prescribed by a doctor or manufacturer directed dosage.
 - o A tracking sheet for each child with their name, date, dosage, medication administered, staff who administered the medication and a signature will be filled out each time a child receives medication. Form must be completed by the staff who administered the medications. Parents and guardians have the right to view the sheet and their child's medication at any time.
 - o In no circumstances should medications be stored in a child's back-pack or locker (cough drops are considered medication and should not be sent with a child); violation may result in termination of service.
- In no circumstances will medication be administered in excess of the stated dosage or if expired.
- No child will receive medication without written permission from a parent or guardian
 - o If a child becomes ill at daycare, a parent may give written consent for the daycare to administer medication (Tylenol or Advil) via email or Lillio App. A dosage fee of \$2/dose will be charged if daycare supply is used.
- All medications must be in the original container. It must be clearly labeled by the pharmacist with the child's name, drug, and dosage.
- Families must administer the first two doses of medication to ensure child does not have an allergic reaction. Families must inform staff of the time most recent dosage.
- Medication may only be administered by a Director or regular educator. Volunteers, guests, and summer students will not administer medications.

16.2. Illness

- To ensure the well-being of all children and staff members, a sick child cannot attend daycare. A child is considered too ill to attend daycare if they are unable to participate in all components of the centre's program.
- In accordance with Saskatchewan Child Care regulations: Section 16(3) "If a child is showing or developing symptoms of a communicable disease, the licensee shall A) Separate the child from the other children in the facility; and B) immediately notify the child's parents or designate for pick up." This policy is for the comfort and wellbeing of all the children and staff.
- Children should be able to fully participate in daily program, outdoor play, walks, etc. If a child is too ill to comfortably participate in the regular day, they should remain at home until they are feeling better. If a child becomes ill while at the centre, the parents or emergency contacts will be notified immediately to come and pick up their child. The following chart identifies symptoms for which children will be sent home as well as when they can return. Director(s) may ask families to provide a doctor's note stating child's readiness to return to daycare.
- If a child becomes ill while attending SCD and the nature of the illness is not clear (stomach ache, headache and/or listlessness), the director and staff members will use their best judgment as to

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whether or not the parents, emergency contact, or in-town billet need to be contacted to pick up the child. Sometimes children are simply over tired or emotionally upset, and need to rest.

- If deemed medically necessary, the child will be transported to the hospital by ambulance and the parent will be contacted immediately per 16.5.2. Serious Injuries or Illness
 - **Sudden Onset of Fever:**
 - A child can develop a fever for a variety of reasons, whether it be sickness, teething, etc.
 - If a child's temperature reaches 38°C or higher, a Staff Member will contact the parents, emergency contact, or in-town billet requesting that the child be picked up.
 - If a child's temperature reaches 38.5°C or higher, a Staff Member will contact the parents or emergency contacts asking if they have permission to administer medication to help relieve the fever.
 - If the parent or emergency contact approves, medication will be administered to the child and dosage fee of \$2/dose applied. If within one hour of receiving medication the fever is reduced, the child can remain at daycare. If the fever has not improved or has increased from the original temperature reading, the parents, emergency contact, or in-town billet will be contacted to pick up the child.
 - If the parent or emergency contact does not approve of the administration of medication, the parent, emergency contact, or in-town billet will need to pick up the child immediately.
 - **Vomiting**
 - Should a child begin to vomit while attending SCD, the parents or emergency contact will be notified and the child must be picked up immediately.
 - A child may return to daycare after twenty-four (24) hours from the last case of vomiting.
 - **Diarrhea**
 - Should a child have more than two cases of diarrhea (i.e., 2+ runny/loose or green stools in a day that can not be contained in a diaper) in one day while attending SCD, the parents or emergency contact will be notified that the child may need to be picked up.
 - A child may return after 48 hours from the last case of diarrhea. Diarrhea may indicate a bacterial or viral illness that is easily passed from one child to another
 - **If a child displays any of these symptoms while at SCD, they will be isolated and parents contacted. Children must be picked up within 1 hour by parent, emergency contact, or in-town billet.** Failure to do so will result in an Illness Fee per Policy 13 and the potential for a strike per Policy 22 at discretion of the board.
- For some illnesses, there is a required time period where your child will not be allowed to attend. These rules are developed by health care professionals across Canada to ensure children are fully recovered in order to prevent the spread of infection to other children. If a child is diagnosed with any of these illnesses, the parent will be asked to fill out a Return After Illness Form in order for your child to return to SCD.
- Knowingly violating illness policy (i.e., dropping off a visibly ill child or failing to arrange for pick-up within 1 hour) will result in a \$50 Illness Fee due to increased cleaning and sterilization required. Repeat violations may result in termination per Policy 21. Termination of service

A child with these symptoms is not able to be at SCD:	Child can return to centre when:
A fever of 38°C taken under the arm or in ear	Fever remains below 38°C without medication
Diarrhea: 2+ runny/loose or green stools in a day that can not be contained in a diaper	48 hours has passed since last case of diarrhea
Vomiting at centre	24 hours has passed since last vomited
Loss of appetite, nausea, abdominal cramps	24 hours has passed since last case
Antibiotics have been prescribed.	Child has taken 2 full doses with no reactions.
Chicken Pox Whooping Cough Measles Strep Throat Mumps Impetigo Rashes Scabies Pink Eye Head Lice /Nits Other infections, infestations, rashes, severe itching and/or unusual skin color	Following the guidelines of Public Health/Physician for incubation period.

16.3. Communicable Disease

- If it is suspected that a child has/may have a communicable disease while in the care of SCD, the child will be placed in an isolated area, away from the other children. The parents or emergency contact will be notified and the child must be picked up immediately.
- Parents are required to inform the daycare of a positive diagnosis within twenty-four (24) hours.
- No child shall be brought to SCD with a communicable disease, until the period of contagion is over (this will vary with different diseases). Prior to the child's return, Director(s) may request a note from the child's physician stating that the child is no longer contagious and is in their opinion healthy to return to daycare.
- If and when there are known communicable diseases that have entered SCD, the director will advise families with the information regarding the disease (signs/symptoms, contagious period, etc.) and the steps we are taking to minimize the potential risk of further contamination. Notices will also be posted around the facility with the same information.

16.3.1. Covid-19

- o SCD will adhere to all national and provincial health guidelines regarding Covid-19; we recognize these are frequently changing and will inform families promptly of all changes.
- o Staff are encouraged to complete a rapid screening test if they have symptoms or a household member has tested positive

16.3.2. Isolation Protocol

- Children who show any symptoms of illness will be required to isolate immediately in the Director's office; child will be monitored while in isolation
- A parent or emergency contact will be contacted and child must be picked up within one hour

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16.4. Head Lice

- SCD has a no-nit policy to control the spread of lice. If a child has been found to have lice and/or nits, the parents or emergency contact will be notified and the child must be picked up immediately.
- The child cannot return until he/she has been properly treated.

16.5. Injuries

- Regardless of type of injury, a report will be completed by the staff, signed by the Director and the family before being placed in the child's file. Any time a mark may be left on a child, staff will complete a report.
- First Aid box to be stored in Director's office
- All staff required to have up-to-date first aid training

16.5.1. Minor injury

- Examples of minor injury: scratch, fall that may cause a bruise, blister, bite from bug, blood nose.
- Staff members will administer simple first aid in the treatment of minor injuries.
- Families will be notified at pick up time.

16.5.2. Serious Injuries or Illness

- In the case of a serious injury, the child will be transported to the hospital by ambulance and the parent or emergency contact will be contacted immediately.
- The Director or delegate will accompany the child to the hospital. If the parent is unable to be reached the Director will remain with the child at the hospital.
- All accidents and injuries are recorded and investigated.
- Costs of ambulance will be family responsibility.
- The Early Learning and Child Care Consultant must be notified within 24 hours and the serious occurrence report must be submitted within 7 days.

16.6. Incident reports

- Staff are required to complete an incident report immediately after an incident occurs and the child has recovered.
- It is the staff's responsibility to have the child's parent/guardian read and sign the report at the end of the day. All incident reports will be kept on file.

16.7. Allergies

- All known allergies must be posted for all staff members to see.
- If a child requires completely different meals, it is the family's responsibility to provide the child with snacks and lunches from home. This does not entitle families to rebate on fees.
- All staff will complete anaphylaxis course per 16.16.
- Families with children who have life threatening allergies must provide SCD with up-to-date epipen annually to be kept at SCD

16.8. Vaccinations

- It is recommended, but not required, for staff to be vaccinated for TB, Hepatitis, Covid-19, and TDAP, MMRV
- It is recommended, but not required, for all children to be up to date on their vaccinations. Below is a list of required vaccinations for children under 5 as per Public Health:

Saskatchewan Ministry of Health Routine Immunizations										
	2 months	4 months	6 months	12 months	18 months	4 years	Grade 6	Grade 8	Adult	65 yrs
Rotateq-5 – Rotavirus (2 or 3 doses)	●	●	●							
DTaP-Polio-Hib Diphtheria, Tetanus, acellular Pertussis, Polio, Haemophilus Influenzae type b	●	●	●		●					
PC-Pneumococcal Conjugate 13	●	●		●						
Influenza*	October – March – 6 months and older									
MMRV – Measles, Mumps, Rubella, Varicella				●	●					
MC-C- Meningococcal Conjugate-C				●						
Tdap-IPV -Tetanus, Diphtheria, acellular Pertussis, Polio						●				
Hep B -Hepatitis B							2 doses, 6 months apart			
HPV -Human Papilloma Virus							2 doses, 6 months apart			
MC-ACYW-135 -Meningococcal Conjugate A,C,Y, & W-135							●			
Var -Varicella							●			
Tdap -Tetanus, Diphtheria, acellular Pertussis								●	1 time dose as an adult	
Td -Tetanus, Diphtheria									Every 10 years	
Pneumo 23 -Pneumococcal Polysaccharide-23										●

Note: This schedule does not include vaccines recommended for those with medical risk factors or catch-up schedules for children who are behind. For more information visit: www.saskatoonhealthregion.ca/publichealth or call your local Public Health Office.

16.9. Emergency Closure of Daycare

- Emergency circumstances may result in closure of the SCD at the discretion of the Director(s).
Examples include, but are not limited to:
 - Weather related emergencies
 - Power and water outages
 - Flooding
 - Fire
 - Pandemic
- In the event that the power is off for more than 3 hours, the center will be closed and families notified to pick up their children (Power failure results in loss of lights, heat, and hot water creating unsanitary setting).
- In case of an emergency requiring closure and emergency evacuation of the building, the children will be evacuated promptly and safely to Stockholm Communiplex. Families will be notified as soon as possible.
 - Staff will take attendance to ensure every child is present

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- A key to the Stockholm Communiplex shall be stored in the Director's office for emergencies
 - A copy of up-to-date contact information for all children registered with the daycare will be stored in the First Aid kit and Lillo App
 - Parents will be notified to pick up children at Communiplex within one hour should there be any reason we cannot safely return to the SCD
 - One staff will lead the children outside and the second staff will be the last one out of the room. They will ensure everyone has left the room and all windows and doors are closed.
 - Staff and children will undergo a quarterly evacuation drill that will be documented by the Director. Educators may be notified of the drill the day of but will not be given an exact time.
- Staff will undergo a series of training during their orientation which will include going over emergency evacuation plans and how to handle other emergency situations. Staff will practice emergency situations such as fire drills with the children. Staff will be provided with first aid kits, and posted fire evacuation plans in each room.

16.10. Lock Down

- Should there be reason to believe a potentially dangerous person may enter the building, staff will escort children into each bathroom, Directors office, basement, and/or kitchen as appropriate.
- Exterior doors will be locked. Educators will place a large item in front of the doorways if appropriate.
- When the centre is cleared, staff will be notified via phone that it is safe to unlock their doors.
- Parents will be notified of lock down as soon as it is safe to do so and may be advised to refrain from picking up or dropping off during lock down at discretion of Director

16.11. Fire

- Fire drills are conducted at least four times per year. During fire drills, children are taught the procedures required to safely evacuate the building. The children are taken outside the centre, weather permitted, to the Stockholm Communiplex parking lot.
- Stockholm Fire Department will tour the daycare at least once every three years
- Functional fire extinguishers and smoke detectors will be kept on site

16.12. Extreme Weather

- The children will enjoy opportunity to be outdoors both summer and winter. In case of extreme weather, shorter periods or no outdoor access will occur at discretion of room supervisor.
- Parents must supply appropriate dress for the various temperatures.
- It is the parents' responsibility to notify the Director(s) if their child is at risk or has a medical condition, this should be posted on the allergies and medication signs posted throughout the center.

16.12.1. Air Quality

- Director(s) will use the AQHI Scale to determine if the air quality is a risk to children per www.theweathernetwork.com . Directors will determine whether it is appropriate to be outside or evaluate the length of time it is safe to be outside.

16.12.2. Extreme Heat

- Outdoor temperatures more than +35 C.
 - o staff will use their discretion for time spent outdoors when temperatures are between 28-35 degrees and ensure they are monitoring children's health and weather conditions using the UV report.
 - o children will not be out during key hours of sunlight (11:00am-3:00pm) when temperatures exceed 28 degrees.
 - o If the UV index is low (from 0-2), the risk of getting too much sun is low, and no protection is needed. If the UV index is between 3 and 7, you need protection. A UV index higher than 8 calls for extra protection and children will be kept indoors. Please review the UV report prior to heading outdoors. [UV Report - The Weather Network](#)
 - sunscreen must be provided.
 - shade must be provided.
 - frequent water breaks/offerings must be provided.

16.12.3. Extreme Cold

- Outdoor temperatures below -28 C including wind-chills children will not be outdoors

16.12.2. Blizzard

- o If blizzard conditions or extreme cold warnings exist, SCD families and staff are encouraged to delay travel. Thus, SCD's ability to operate is likely to be impacted by lack of staff.
- o Director or delegate will be on site and keep close communication with families and staff via Lillio app to relay impact on services.
- o If severe weather develops while already at the center, or is expected to develop, staff will contact families announcing intent to close, requesting children be picked up by families, emergency contacts, or in-town billet.

16.12.3. Tornado

- In the event that a tornado warning is issued, the children will be taken to the basement and instructed to sit low, along the walls.
- A copy of the emergency contact list will be stored in the basement
- Staff will monitor the weather and follow directions provided.

16.13. Equipment

- SCD will maintain the following; all will be kept in proper working order and updated per manufacturer requirements:
 - o Fire Alarm
 - o Smoke Detectors
 - o Carbon Monoxide Detectors
 - o Two Fire Extinguishers
 - o Two First Aid Kits (one portable and one to remain at centre)
 - o Surveillance cameras

16.14. Training

- In addition to drills mentioned above, all staff will receive the following training:

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- CPR and First Aid Training per Policy 4. Role of Staff
- Annual online EpiPen training
- Mental Health First Aid (within two years of hire)
- Duty to report training
- Anaphylaxis in childcare settings online course