

Cristina's Learning Center



July 2, 2018

Health Care Policies

225 Robeson Street
Fall River, MA 02720



Cristina's Learning Center INC.

Health Care Consultant: Debra Campo

Phone: 401-273-9188

2 Long-Wood Avenue

Providence, Rhode Island, 02911

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225 Robeson Street

Fall River, MA 02720

508-730-2001

Health Care Policy

EEC regulations require a written health care policy statement provided to each staff member, and for copies of the policy to be available on site. Teachers will be trained in the implementation of this policy during staff orientations, and it will be reviewed annually. The following information is posted at each telephone:

EMERGENCY TELEPHONE NUMBERS

Cristina's Learning Center – (508) 730-2001 – 225 Robeson Street, Fall River MA 02720

Call Reminder 911

Health Care Consultant

Debra Campo Phone: 401-273-9188

2 Long-Wood Avenue

Providence, Rhode Island, 02911

Fall River Department Emergency:	911/ (508) 324-2739
Fall River Police Department:	911/ (508) 324-2739
Ambulance:	911
Charlton Memorial Hospital:	(508) 679-3131
Poison Control:	1 (800) 682-9211
Designated Adult: Juana Beato	(774) 365-1671
Debra Campo:	(401) 273-6900
Department of Early Childhood and Care:	(508) 828-5025
Licenser Marya Fry:	(508) 967-3410

Health Care Policy

Evaluation of Medication Administration

Annually each staff member of Cristina's Learning Center is required to take and pass the **EEC Online Medication Administration Training** to ensure their ability to administer medication.

Child with IHCP

If a child has an IHCP, and a form is signed by the child's health care practitioner, time will be set aside to allow parents to train staff members on the child's IHCP.

Children with Disabilities

If a child with disabilities is enrolled in Cristina's Learning Center, an updated IHCP will be kept on file for the child. Time will be set aside before enrollment for the parents of the child to train staff members on the child's disability and IHCP to ensure that the health requirements of the child are met.

Health Care Consultant

Debra Campo
2 Longwood Ave
Providence, RI
(401) 273-9188

Fall River Board of Health

One Government Center
Fall River, MA 02722
Henry R. Vaillancourt, MD, MPH, Agent of the Board of Health
Telephone: 508-324-2410
Fax: 508-324-2429
E-mail: hsalva@fallriverma.org

If necessary, parents will be referred to the following agencies:

John C. Corrigan Center

49 Hillside St.
Fall River, MA
508-235-7200

Department of Children and Families

1561 North Main St.
Fall River, MA
508-235-9800

Fall River Community Development Services Center

102 County St.
Fall River, MA
508-676-3134

South Shore Mental Health

56 North Main St.
Fall River, MA
508-675-1925

If the child does not have a family doctor:

Pediatric Assoc. Of Fall River

829 South Main St.
508-675-2131

Parents Anonymous (Hotline)

140 Claredon St.
Boston, MA
1 (800) 882-1250

Child-Find Incorporated

1 (800) 426-5678

Parental Stress Line

1 (800) 632-8188

Social Service Referral Plan:

- If the center feels that social, mental health or medical services would benefit the child, the teacher and the director will help the parents with the proper referrals.
- Cristina’s Learning Center shall protect children from abuse and neglect while in the program’s care and custody.
- All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made to the Department of Social Services, the director and the licenser of Fall River.
- Cristina’s Learning Center shall cooperate in all investigation of abuse or neglect. We provide consent for disclosure of information to any person or agency the office may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be ground for suspension.

Administration of medication 7.11 (2):

A plan for administering medication, including:

- **Administering Medication:**

- No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

- **Storage of Medication:**

- Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when being accessed by an authorized individual.
- Notwithstanding the provisions of 606 CMR 7.11 (2) (e), above, emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.

- **Medication Disposal:**

- Cristina's Learning Center has a written policy on medication disposal
- When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the center and the Department of Public Health, Drug Control Program.

- **Documentation and Notification**

- Cristina's Learning Center requirement that parents provide written authorization by a licensed health care practitioner for administration of any non-topical, non-prescription medication to their child. Such authorization shall be valid for one year unless earlier revoked.

Administering and Storage of Medication:

Prescription Medication for Children: When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.

Non-Prescription Medication for Children: When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.

Topical Non-Prescription Medication: Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

When the above conditions have been met, administration of medication to children shall be limited to the Teachers or Director. All medication is stored out of reach of children at all times. Parents must provide a medicine spoon as needed. After medication administration window is complete, all remaining medicine shall be returned to the parent.

We request that the Director or Teacher be made aware of any medication that is brought into the center, even if it is teething gel. NO MEDICATION OF ANY KIND SHOULD EVER BE PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY. When an antibiotic medication is needed, a child will be excluded from the center from the time of diagnosis until 24 hours after the first dosage. The Director may ask to speak to your pediatrician for prolonged administration of medicines; if your child seems to have adverse effects from the medication or if there is a potentially contagious condition.

Medication Disposal:

All medicine that is left will be given back to the parent/guardian. If the child is no longer attending the learning center, the director will destroy, and the destruction will be recorded.



Back to sleep/SIDS - SAFE SLEEP FOR INFANTS PROCEDURES

In compliance with EEC regulation and in order to provide the best quality care, attention, and safety for all children and reduce the risk of SIDS (Sudden Infant Death Syndrome).

- For Infants under 12 months, per EEC Safe Sleep policy, and as is required by Massachusetts State Regulation 606 CMR 7.11 (13) (e), “Programs serving infants **must place infants on their backs for sleeping**, unless the child’s health care professional orders otherwise in writing.”
 - Each Infant naps in an individual crib with a firm, properly fitted mattress and a clean, fitted sheet with no potential for head entrapment areas. Car seats and other sitting devices are not allowed for sleep routine. Cribs meet CPSC and ASTM safety standards.
 - Infants will nap in an individual crib, porta crib, playpen, or bassinet
 - We will ensure that slats on cribs are no more than 2- 3/8 inches apart
 - Blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys may **not** be placed in the crib with the Infant.
 - Sleep sacks are an acceptable alternative for blankets ensuring Infants’ heads remain uncovered during sleep. Only sleeps sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.
 - The program will not swaddle Infants.
 - Infants may not have bottles while in their crib.
 - After being placed down for sleep on their backs, Infants may then assume any comfortable position they can roll into.

Please don’t hesitate to contact us with further questions

Infant Feeding

For infant feeding all formula is prepared as directed on the can unless documented otherwise in writing, OR that parents send it prepared.

Bottle warmers, microwaves or crockpots will not be used at Cristina’s Learning Center for bottle warming.

Illness/injury Procedure:

If a child becomes ill during school hours, the parent/guardian will be contacted so that the child will be picked up. If the parent/guardian cannot be reached, the next authorized individual on the child's current enrollment form will be contacted. The ill child will be isolated from the other children but will be monitored closely by a staff member until authorized person picks the child up. Child must be kept in view of a staff member at all times.

If a child becomes ill on a field trip, the same policy as above will be followed. Child will be isolated, monitored, until authorized individual can pick the child up. A staff person will be asked to return child to school, until they can be picked up. Again, the ill child will be closely monitored until an authorized individual picks the child up.

If there is a medical emergency, the custodial parent or guardian will be notified that the child is being transferred via ambulance to the hospital with proper authorization forms.

Injury:

- Properly assess the injury by a staff member trained in current first aid.
- Minor injuries will be handled through first aid
- Other than minor injuries, first aid will be administered, and the parent/guardian or authorized person will be contacted.
- Major injuries, 911 will be called- if the child is transported to the hospital, a staff member will accompany the child.
- All injuries requiring professional medical attention will be reported to EEC (Early Education and Care) online on the LEAD system.
- Any child who is hospitalized overnight EEC (Early Education and Care) will be notified immediately.
- All injuries will be documented

Field Trips:

- Above procedures will apply
- First aid kit
- Cell phone

Procedures for using and maintaining First Aid Equipment:

A first aid box is located each classroom. The contents are checked weekly and as needed, by the director and restocked as necessary. First aid box will be brought on any outdoor activity or field trip. All staff members are required having first aid training and renewing such training each year.

Emergency Procedures for Evacuation/Fire Drill:

Children will be escorted to the outside via the nearest and safest exit. Children will be lined up as quickly as possible by staff member to the corner street while another staff member holds the door open. Everyone should remain calm and make sure there is no running or pushing. The director or the responsible adult in charge will take the attendance book and double check to be sure all the children are out of the building. Once assembled outside, the teacher will count the children in their charge and report that number to the director or the person in charge. Until the all-clear signal is given, teachers will concentrate on keeping the children calm and orderly. Children and staff are not to stop for personal belongings. All instructions are to be given in a calm voice using simple language that the children can understand. The director will schedule and practice evacuation procedures every month. Documentation of the dates, time and effectiveness of each drill are to be recorded by the director in a log.

Infection Control:

All children and staff will wash their hands after going to the bathroom, before and after meals and snacks. All staff members will also wash their hands in between each personal contact between children, such as assisting with wiping during toileting assistance with minor first aid, assisting with tooth brushing etc. All staff members will be educated in and use good universal precautions. Staff when assisting with any personal care that may cause exposure to any bodily fluids will wear disposable gloves. Liquid soap and disposable towels are used for hand washing. All wastepaper will be disposed of properly daily. Tables used for meals and snacks will be cleaned and sanitized before and after use and washed with 10% bleach to water solution at the end of the day. Washable toys are to be wiped down with soap and water solution monthly. The center will adhere to EEC sanitizing & disinfecting policy.

Child Abuse & Neglect Policy:

The Center provides the following staff training:

- Mandatory Reporting of Child Abuse or Neglect
- Provide information to staff about their responsibilities regarding the reporting of suspected child abuse and neglect when they suspect that abuse or neglect is being perpetrated on a child in their care, by a child's family member, a staff person or any other person.
- Provide relevant staff with training in recognizing and reporting any suspicions or observations of child abuse or neglect.
- Develop clear procedures for staff to follow regarding making a report relating to Child Abuse or Neglect
- Inform staff of the protection that will be given to the child if they report suspected abuse or neglect.

All center staffs are mandated reporters in accordance with general laws of the Commonwealth of Massachusetts. Any form of abuse or neglect of children while in care is strictly prohibited. Cristina's Learning Center staff will operate in ways to protect children from abuse and neglect. Staff will regularly train in recognizing the signs/symptoms of child abuse/neglect. Suspected cases of the child abuse/neglect will be reported to the Department of Children and Families at their local phone# (508) 235-9800. If a staff member is accused of child abuse/neglect, the staff person will be immediately suspended and will not have contact with children until the DCF and EEC investigations are completed. For all such allegations, DCF and EEC will be notified immediately. The center will cooperate in all such investigations. The accused staff member's employment status will be reviewed based on the investigation findings of DCF and EEC.

Nutrition

Nutritious meals and snacks are served under the guidance of a dietician and will be prepared according to daycare licensing regulations and USDA guidelines. Menus will be provided to families for meals. Cristina's Learning Center only provides breakfast (cereal and milk and a snack). These meals are provided for children 12 months and up. Parents are required to provide food nutritional meals for lunch, we recommend that parents do not bring any junk food for children during lunch. We provide Breakfast and snack for children under 12 months as each child has differing dietary needs at this age. Please let the staff know if a new food was introduced to the child. New food should be introduced at home rather than at the center. Infant teachers will ask parents to complete a feeding schedule at the beginning of each month so that we can collaborate with families in their efforts to meet the dietary needs of each child.

Water is provided for the children throughout the day. Allergies: Parents must provide a doctor's note to document known allergy conditions as well procedures if an allergen is ingested. Cristina's Learning Center will work with parents to determine the best course of action in relation to their child's needs. It is recommended that parents provide a treat that is acceptable for the child for birthday parties or other special snack days. Special Snacks: Children may bring a special snack to share with the class on their birthday or for holiday parties. An approved snack list will be provided. Snacks must be prepackaged and contain a list of ingredients. The special snack will supplement the snack for the day. We ask that you discuss the treat with teachers in advance so children with allergies or dietary needs can be provided with an appropriate alternative.

Health Policy

As in any group situation, the probability of contracting an illness is increased. The center has policies and procedures, which help to minimize the risk of infection. Frequent hand washing by both children and teachers is encouraged and sick children are isolated and sent home as soon as possible. We are not staffed or equipped to care for sick children, so please develop a backup

plan should your child become ill. If your child is uncomfortable and not himself, we will call you to discuss the situation. Children are ready to return to the center when they are able to participate in all activities, including going outside. Please notify us if your child contracts any contagious illness, so we can inform the other parents. The following policies were developed to maintain a healthy and safe environment for children and teachers:

Fever

If a child has a 100-degree oral temperature, they should be kept home until fever-free for 24 hours.

Vomiting

A child who is vomiting must stay home. He may return to the center 24 hours after the last incident.

Impetigo, conjunctivitis, strep throat, etc.

These diseases are very contagious. A child must be on antibiotics for at least 24 hours before returning to school. A child on antibiotics for a non-contagious disease, such as an ear infection, may return to school when they feel better.

Chicken pox, Mumps, Measles etc.

Please inform the center if your child is exposed to these diseases. If your child contracts the disease, they may return to the center when all contagion has passed.

Head Lice - Parents are required to inform the center if their child contracts lice. A child may return when there is no evidence of head lice or nits.