



Early Learning Center Health Plan

721 Keys Road Yakima, WA. 98901 ~ (509)965-2602 ext. 215
Web Site: www.riversidechristianschool.com
Email: ELC@riversidechristian.net

Riverside Christian School Early Learning Center Health Plan

Nurse Consultant: R.N. _____

Other nurses may be on duty, depending on the day.

Emergency Telephone: 911

Rescue: 453-6561

Poison Prevention Center: 1-800-732-6985

Hospital:

Memorial

Phone: 575-8000

2811 Tieton Drive.

Yakima, WA.

Yakima Valley Regional

Phone: 575-5000

110 S 9th Avenue

Yakima, WA.

Emergency Procedures

Minor Emergencies

1. Staff trained in first aid will take appropriate steps and , as needed, will then refer to the Health Plan Manual or First Aid Manual.
2. Staff will record the incident on the appropriate accident form, which will then be referred to the administrator for review and signature.
3. Report incident to parents.

Life Threatening Emergencies

1. Staff will call 911
2. Staff will provide first aid as needed
3. Staff will stay with injured child, including transport to hospital, until parent arrives.

Emergency Procedures if parent(s) cannot be contacted

1. Staff will call 911,if appropriate
2. Staff will follow procedures outlined in child's file

Serious injury/hospitalization will be reported to Department of Early Learning

Licensor: Jose Radillo

Phone: 225-6227

Medication Management

- Medication will only be given with prior written consent of the child's Dentist/Doctor.
- All medications must be in the original container labeled with: child's full name, name of medications, dosage, frequency, and duration.
- Prescription medication must have original pharmacist label.
- "As needed" prescription medication may be given only when the health professional lists specific parameters.
- Internal & external medications are stored in the nurses' station, if appropriate, or in the refrigerator, or in the cupboard above the sink.
- Refrigerated medication will be stored in the appropriate refrigerator. (Nurse's station)
- All medications will be stored as follows:

Inaccessible to children	Separate from staff medications
Protected from contaminants	Under proper temperature control
- Unused medication will be returned to parents or disposed of appropriately.
- Records of all medications will be maintained in center file or nurse file, and in the child's file.
- Staff giving medication to children will sign the record with their full signature.

Procedures For Excluding Ill Children From Regular Child Care

Children with any of the following symptoms within a 24 hour period will not be permitted to remain in RCS Early Learning/Childcare Center.

- Fever of 100 degrees F or higher
- Diarrhea – three or more watery stools within a 24-hour period or 1 bloody bm
- Sore Throat
- Earache
- Rash
- Unusual irritability or confusion
- Vomiting on two or more occasions within the past 24 hours
- Draining rash
- Eye discharge or pinkeye
- Fatigue that prevents participation in regular activities
- Open or oozing sores, unless properly covered or 24 hours has passed since treatment began
- Lice and scabies

Health Records

Health records will contain identifying information about the child, health history, date of last physical exam, allergies, special considerations, immunization records, and consents for emergency care, authorization to take the child out of the facility to obtain emergency health care, permission to transport the child, etc. Records will be kept for one year after the child withdraws from the program. Forms must be updated annually.

Infection Control, Disinfecting and Laundering

- Staff will wash hands at appropriate times.
- Staff will disinfect all surfaces that can spread diseases.
- Staff will always rinse to remove residue left behind, if using items such as Lysol and Pine-sol or ammonia compounds as disinfectants. Bleach and water at a concentration of $\frac{1}{2}$ cup to a gallon of water does not require rinsing.
- Spray bottles of bleach and water used for disinfections will be prepared as needed and dated.
- Toys will be disinfected daily or as needed.
- Cloth toys will be washed in the washing machine or dishwasher at a temperature of 140 degrees F or higher or with $\frac{1}{2}$ cup bleach added to the wash load.
- Toys that cannot be washed in the washing machine will be hand washed in warm soapy water, rinsed and dipped into a disinfectant solution for 1 minute and allowed to air dry.
- Bedding will be stored appropriately on shelves or in cupboards.
- Staff person on duty will wash childcare laundry as is appropriate.
- Toilets will be cleaned daily by custodial staff.
- General cleaning of the entire center will be done daily by childcare staff and custodial staff.
- Carpets will be steam cleaned quarterly.
- Powders or chemical cleaners that leave residues that can be harmful to children must be avoided.

Hand Washing

Staff will wash hands:

- Upon arrival
- Before handling foods
- After toileting
- After handling or coming in contact with any bodily fluids

- Children will be directed or helped with hand washing
- Before meals or cooking activities
- After toileting
- After outdoor
- After coming in contact with any body fluids
- Soap, warm water and individual towels will be available for staff and children

Washing hands includes:

- Turn on water and adjust temperature
- Wet hands and apply soap
- Rub hands together for at least 10 seconds
- Rinse hands thoroughly
- Dry hands using individual towel
- Use hand drying towel to turn off water faucet's

Any open cuts or sores on children or staff will be kept covered. Depending on the type of wound, a covering may be a bandage or clothing, or staff may wear latex gloves.

Communicable Disease Reporting

Physicians report the following communicable diseases to the local/state Health Department. It is necessary to call the local Health Department when a child or staff member has any of the following illnesses:

Acquired Immune Deficiency Syndrome (AIDS)	Poliomyelitis (polio)
Campylobacteriosis (Campy)	Reyes Syndrome
Diphtheria	Rheumatic Fever
E. Coli 0157: H7	Rubella (German or 3 day measles)
Giardiasis	Rubeola (10 day measles)
Hemophilus Influenza Type B (HIB)	Salmonellosis
Hepatitis	Shigellosis
Kawasaki Syndrome	Tetanus
Listeriosis	Tuberculosis (TB)
Meningitis	Typhoid Fever
Meningococcal Disease	Whooping Cough
Mumps	Yersiniosis
Pertussis	

First Aid

When children are in the care of RCS Early Learning/Childcare Center, staff with current training in cardio-pulmonary resuscitation (CPR) and first aid are always available. Training documentation is kept in personnel files in the records room.

Our first aid kits include:

- Sterile gauze pads
- Small Scissors
- Band-Aids in varying sizes
- Roller bandages
- Triangular bandage
- Cotton balls
- Adhesive tape
- Tweezers

First aid kits are kept in the following locations:

- Early Learning/Childcare Center cupboard above the sink
- Nurses' station
- Central office
- All busses
- Athletic office

First aid kits are required on all field trips.

Preventing Infections When Contacting Body Fluids

Anyone who has been in contact with bodily fluids (vomit, blood, urine, feces, saliva, drainage from skin eruptions or sores, etc.) or is at risk for being in contact with bodily fluids must exercise the following precautions:

- Whenever a child or staff comes into contact with any bodily fluids the area will be washed immediately with soap and warm water and dried with paper towels.
- All surfaces in contact with body fluids will be cleaned immediately and disinfected with an agent, such as bleach in the concentration listed previously.
- Used latex gloves and cleaning material used to wipe up bodily fluids will be put in a plastic bag, closed with a tie, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up bodily fluids will be soaked in a disinfecting solution, and rinsed thoroughly.
- Cloth items or mops, after soaking, should be washed with hot water in a washing machine. All items are to be hung off the floor or ground to dry. Equipment used for cleaning is to be stored safely out of children's reach.
- Children's clothes soiled with bodily fluids will be put into a closed plastic bag and sent home with the child's parent. A change of clothing will be available for children in care.
- All clothing soiled with bodily fluids will be changed as soon as possible. All soiled laundry will be kept safely out of reach of children.

Food Service

- Left over foods will be covered, dated and stored in the refrigerator or freezer.
- Foods brought from home should be labeled with the date and child's name. Please send ice packs to ensure foods requiring refrigeration will be kept cold until lunch time.
- Eating surfaces will be cleaned before and after use by staff.
- Food will be thawed in the refrigerator or under cold running water or during cooking process.
- Food will be cooked to the correct internal temperature.
- Food requiring reheating will be reheated to an internal temperature of 165 degrees F in 30 minutes or less.
- Hot food will be held at a temperature of 140 degrees F or above until served.
- Food requiring refrigeration will be stored at a temperature of 45 degrees F or less.
- A metal stem thermometer may be used to test the temperature of foods as indicated above and to ensure foods are served to children at a safe temperature.
- Refrigerators may have thermometers placed in the warmest sections.
- Sinks used for hand washing will be appropriately disinfected before being used for food preparation.
- Microwave ovens will not be used to reheat potentially hazardous foods.

Nutrition

Children must bring a lunch if they are in the center though lunchtime. Hot lunch tickets may be purchased between 8:00 a.m. and 8:30 a.m. daily (\$3.25). Milk may be purchased for \$.35.

The following snacks will be provided:

- Mid morning
- Mid afternoon
- After school
- Children must bring snacks from home if he/she has food allergies.
- All snack menus will be prepared at least one week in advance and posted.
- All food substitutions will be of equal nutrient value and recorded.
- Menus will list specific types of foods as is appropriate.

Injury Prevention

- RCS Early Learning/Childcare Center will be inspected at least quarterly for safety hazards by the custodial staff and/or the safety committee.
- Hazards will be reported to the administrators.
- The accident and illness log will be monitored by the early learning staff, which will report to the administrator.

Disaster Plan

- Evacuation plan and routes are posted beside exit doors.
- Fire drills are conducted monthly and documented by the administrators.
- Fire extinguisher is located directly to the left of the childcare door, and staff are familiar with its use.
- Earthquake drills are conducted quarterly.
- Lockdown drills are conducted quarterly.
- Pictures and other wall hangings are secured to the walls; shelving and book cases are not overfilled.

Staff Health

All staff must document a negative tuberculin skin test by the MANTOUX method or chest x-ray, taken within two years prior to employment.

Staff who have a communicable disease are expected to remain at home until the period of communicability has passed. Such staff should follow the same procedure listed under procedure to excluding ill children.

Child Abuse

Signs of child abuse will be recorded in the appropriate files. Suspected child abuse will be reported to the administrators, Randy Reynolds, Wendy Schmidt, and Rick Van Beek, who will, in turn, report to the appropriate authorities

Return to Elementary Office: Attn: Mrs. Kuhlmann

The Minimum Licensing Requirements (WAC 388-295-2080) for the Early Learning Centers require that we must have written documentation signed by the parents in each child's file and that we explain to parents our center policies and procedures, center philosophy, and program and facilities.

The above and following information has been read and/or discussed with _____,
(Parent/Guardian)

Whose relationship to the child is the _____.
(relationship to child)

- | | |
|---|---|
| <input type="checkbox"/> Emergency Procedures | <input type="checkbox"/> Preventing Infections when Contacting Body |
| <input type="checkbox"/> Medication Management | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Procedures for Excluding Ill Children | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Health Records | <input type="checkbox"/> Injury Prevention |
| <input type="checkbox"/> Infection Control, Disinfecting and Laundering | <input type="checkbox"/> Disaster Plan |
| <input type="checkbox"/> Hand Washing | <input type="checkbox"/> Staff Health |
| <input type="checkbox"/> Communicable Disease Reporting | <input type="checkbox"/> Child Abuse |
| <input type="checkbox"/> First Aid | |

_____ has been given a copy of our center Parent Health Plan and has been
(Parent/Guardian)

informed that our Health Care Plan is posted in our classroom. _____ has been
(Parent/Guardian)

asked if _____ has any chronic health conditions and/or life threatening medical
(Child)

conditions. An appointment has been scheduled to discuss the individual plan of care, if

applicable. _____ acknowledges there are no special accommodations necessary
(Parent/Guardian)

for _____ to attend our center.
(Child)

Parent/Guardian Signature

Date

RCS Early Learning Center Director

Date

Please sign and return to the elementary office if you have not submitted this
packet online during registration.

Signature: _____ Date: _____