

Merrick Before/AfterSchool Program Inc.

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Part 2 - Before/AfterSchool Program Health Policy

Goals and Desired Outcomes - The **Merrick Before/AfterSchool Program** has developed this **Health Care Plan/Policy** in order to assure parents of children registered in our program that their children's health, safety and well-being are of paramount importance to our staff. Our **Health Care Plan/Policy** will address children's illness, accidental injury and emergency conditions. Our SACC program goal is to: 1) prevent the spread of disease, 2) support behaviors that maintain existing personal health and hygiene and 3) intervene when conditions threaten illness and injury.

The **Merrick Before/AfterSchool Program** will accommodate **Well Children** and will also describe measures taken for children who become mildly ill while attending the program.

- (1) Our health care plan provides for a daily evaluation of each child for any indication of illness, injury, abuse or maltreatment.
- (2) It will maintain a record of each child's illnesses, and signs of abuse or maltreatment.
- (3) It will describe how professional assistance will be obtained in emergencies.
- (4) It will describe the advance arrangements for the care of any child who develops symptoms of illness or is injured, including notifying the child's parent
- (5) It will describe which **Merrick B/ASP** staff members are authorized to administer medications. Only trained, designated staff may administer medications to children

Certified staff in our program may administer emergency care through the use of epinephrine auto-injector devices when necessary to prevent anaphylaxis. Staff approved to administer medication other than over-the-counter topical ointments must have a **valid Medication Administration Training (MAT) certificate**. They must also have a CPR certificate and a First Aid Certificate.

Our school-age staff may administer medication or treatment only in accordance with the following:

- a) Parent or guardian will be made familiar with the **Health Care Policy** of our program relevant to the administration of medication.
- b) When our program is made aware that a child being enrolled has special health care needs, we will work together with the parent to develop a reasonable health care plan.
- c) Medication may be administered only upon the written permission of a parent or guardian and written instructions from a health care provider.

- 1.) **In the case of medication that need to be given on an on-going basis, the authorization and consent forms must be re-authorized in a timely manner..**
- 2.) **A Written Medication Consent Form (OCFS LDSS 7002) must be completed by a licensed authorized prescriber and submitted to the B/ASP.**
- 3.) **An Individual Health Care Plan for a Child with Special Needs (OCFS-LDSS7006) must be completed and signed off by the parent of the child receiving medication.**
- 4.) **Our program will confer with a Health Care consultant regarding our program's policies and procedures related to the administration of medication.**

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When parents enroll their child in the Merrick B/ASP, they will be directed to our Program's Health Care Policy located on our website. Parents will also be made aware of symptoms and/or illnesses that will make their child too sick to attend our school-age child care program.

1. Child Health Policies (Exclusion Criteria) – Immunization Policy and procedures for children who become ill while in care:

Prior to formal admission to the Merrick B/ASP, parents will be required to provide proof of their child's immunizations, medical and/or dental forms.

New York State law stipulates that each child entering kindergarten must be given a physical examination. Examinations are also required in grades 1 and 3. All children entering school must be immunized against polio, measles, rubella, diphtheria, tetanus, mumps hepatitis B and varicella. A signed statement by a physician is required as proof. A medical record for each child registered in our B/ASP is on file in the school nurse's office and available for inspection.

A child will be excluded from the B/ASP if he/she has not received the required immunizations. However, parents will be notified via telephone and/or mail when immunizations are missing. They will then be given the opportunity to complete the required immunizations.

Method of informing a parent of illness for which care will be provided:

For children who become ill or injured while at the Before/AfterSchool Program, parents will be contacted at work by phone and they will be required to either pick up their child or make arrangements to have their child picked up. The first telephone call will be made to the child's parents; the second call in the event parents cannot be reached will be made to "emergency numbers" contained on your child's registration application.

Every effort is made to inform the parents of action to be taken when a child is seriously ill or injured.

When a child is too ill to remain in School-Age Care, parents will be called immediately.

Children will be sent home for the following reasons:

- 1. Oral temperature of 101 degrees or higher**
- 2. Vomiting once.**
- 3. Liquid stool/diarrhea**
- 4. Uncontrollable and persistent cough, strep throat**
- 5. Appearance of acute illness or complaint of severe pain**
- 6. Infectious conjunctivitis(pink eye)**
- 7. Head lice**

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Procedures for caring for a child who develops symptoms of illness while In care.

In the event a child exhibits any of these symptoms, a child's parents will be phoned immediately. When the Director deems the child too ill to remain in the program, parents have the responsibility and will be expected to pick up their child as soon as possible.

Until the parent arrives, the child will be excluded from activities with other children. The child will rest in the Director's Office under supervision, or in a quiet area of the lunchroom or classroom and will be supervised by a staff member.

Parents of children in the program will be notified by letter about outbreaks of (1) impetigo, (2) measles, mumps, chicken pox, rubella, (3) pinworms (4) lice.

Before allowing a child back into the program, our program will require an "all clear" note from the child's doctor.

Parents may not bring a child back into the program if the child has:

1. A strep throat or impetigo that has not been treated with antibiotics for at least 24 hours.
2. Any rash or acute onset associated with fever or symptoms of illness.
3. An oral temperature of 100 degrees or greater
4. Persistent vomiting and/or diarrhea in the previous 12 hours.

If a child has been diagnosed with any of these symptoms, we must be given a doctor's signed note indicating that this child may safely return to the Before/AfterSchool Program.

If a child's absence lasts five (5) or more consecutive days due to a contagious disease, common cold excluded, parents must bring in a signed doctor's note indicating that the child and any enrolled siblings have passed the communicable stage.

Definition of Child Abuse/Neglect:

A child is considered to be abused or neglected under New York State Law if the child is under 18 and a parent or other person legally responsible for the child's care harms the child; creates substantial risk of harm; or fails to exercise a minimum degree of care to protect the child.

Abuse: Fractures, burns, bruises, unexplained suspicious injuries, sexual assault, incest, and placing a child in danger of serious injury.

Method of reporting Child Abuse to the Statewide Central Register of Child Abuse and Maltreatment (SCR):

Beginning October 1, 2007, mandated reporters (all staff) who work for a school, school-age child care provider (SACC) who have direct knowledge of any allegation(s) of suspected or maltreatment must personally make a report to the SCR and then notify the (Program Director) or his/her designated agent that a report has been made.

The Director or Assistant Director of the Merrick Before/AfterSchool Program is then Responsible for all subsequent internal administration required by this report.

- 1 Each staff member will submit a statement from a healthcare provider *prior* to beginning employment in our School-Age Child Care program, and every two years thereafter. This statement must give satisfactory evidence that the employee is physically fit to provide school-age child care, has no diagnosed psychiatric or emotional disorder which would preclude the individual from providing school-age child care and is free from communicable disease.
- 2 The medical statement must also include the results of a Mantoux tuberculin test which has been performed within 12 months preceding the date of the statement.
- 3 Consumption of, or being under the influence of alcohol or controlled substances by staff is strictly prohibited. Smoking in outdoor areas or in any school building is prohibited.
- 4 Staff must thoroughly wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, before and after food handling or eating, after contact with any bodily secretion or fluid, and after coming in from outdoors.
- 5 Disposable gloves must be worn whenever staff is setting up preparing and distributing snack to children in the AfterSchool Program.

Staff Training

The Program Director will ensure that workshop/staff development are conducted by professionals, e.g. Red Cross, in First Aid Training and CPR.

We will schedule at least 1 workshop per year that will teach our staff how to recognize the signs and symptoms of children who are mildly ill. The exclusion criteria described in this health care plan will be reviewed for staff.

Infection Control

Staff must assist children in keeping clean and comfortable and must always try to teach appropriate personal hygiene practices to the children they supervise.

Emergency Procedures: In cases of serious emergency, or if parental arrangements are not operable, the Before/AfterSchool Program is prepared to assume responsibility for transportation of your injured/sick child to a hospital.

In the event of an emergency and when a child must be transported by ambulance to a local hospital, there will be adequate supervision of children who remain in the program and in accordance with the prescribed student teacher ratios described in the School-Age Child Care Regulations.

When parents register their children in the B/ASP they are advised that Program will obtain emergency health care when required and that the Program will arrange for transportation by ambulance to a local hospital.

First Aid Kit: The Before School Program and the AfterSchool Program will each have a first aid kit