

# Runnymede Adventure Club Health and Safety Policies & Procedures

Current to 2010-11-14

## Health Records

All children's medical forms must be completed prior to enrollment and updated as needed. This is a requirement of the Day Nurseries Act and the Department of Public Health. Failure to have current medical records on file for your child may prevent your child from attending the program.

Staff are required to keep information about your child confidential. However, if your child has food allergies, asthma or other conditions that are triggered by environmental or food ingredients, it must be put in writing on the Emergency Contact Form. Allergy Lists are posted in each room and in the kitchen, so that all staff are aware of the potential hazards to your child. These lists are updated as required.

## Allergy Policy

We are particularly mindful of the potentially life threatening allergy to peanuts and nut products. We strive to ensure that all foods served at the centre are free of these ingredients.

RAC has incorporated into our annual First Aid training, the education of staff, regarding the recognition of allergic reactions, and how to administer an Epi-pen

*We make every effort to ensure there are no nuts, nut products, traces of nuts permitted in RAC, as well as food items that read "May contain traces of nuts."*

We expect all parents, children and staff to carry out this policy at all times. Our banned foods may change as the children entering our Centre change. Any banned food brought into the centre will be confiscated.

The names of all children with identified allergies will be posted on the Allergy list in each room.

## Epi-Pen Policy

Any child with an Epi-pen must be identified to all staff. This information will be posted on Allergy Lists in all rooms (no exceptions are allowed). Consent for staff to use an epi pen and any specific instructions from parents must be provided in writing to the Supervisor and will be shared with the staff. It is the parent's responsibility to update this information in writing as necessary.

## Children's Health Policy

RAC must protect children from being exposed to disease. In order to keep parents informed about illnesses, rashes, lice, pink-eye, etc Health Reports are posted that list the illness, date reported, which room, number of cases and conclusion. When applicable, Illness Fact Sheets are given out to all parents

- 1 To help us maintain a healthy environment we require children with the following symptoms to remain home:
- 2 Fever over 100 degrees by mouth, 99 degrees under the arm
- 3 Diarrhea
- 4 vomiting/stomach flu
- 5 bad cold/ nasal discharge, bad cough
- 6 Undiagnosed rash

- 7 Head Lice
- 8 other infectious illness (should be identified or see Common Communicable disease guidelines)
- 9 Children exhibiting any of the above symptoms will be removed from the group and their parents contacted immediately.

Every child in attendance should be well enough to fully participate in the program.

Children may not return to the centre until at least 24 hours (tylenol, advil, etc free) have elapsed after the symptoms have subsided. We will consult the Public Health Guidelines for isolation requirements of any particular ailment.

Parents are required to inform RAC if their child has been diagnosed with a communicable disease. RAC is then required to report this information to the Toronto Public Health. Please refer to the posted Guidelines for Common Communicable Diseases which includes the exclusion criteria associated with diagnosed illnesses.

**A doctor's note must accompany a child when the child returns to RAC after:**

- 1 a 10 day absence due to illness
- 2 a communicable disease, or
- 3 diarrhea for 3 days

This is to ensure that the infection has ceased.

RAC staff are responsible for observing the children for signs of illness. Staff are responsible for advising the parent during the course of the day, if the child's health is not up to par. The decision to allow the child to remain in the program is determined by RAC staff in conjunction with the Supervisor.

**Procedure for Outbreaks of Infection**

When 3-5 children and/or staff are sick from one room with the same symptoms, this may be considered an infectious outbreak and the Outbreak procedure will be followed.

In the case of a communicable disease, the Public Health Department is informed, and sometimes the Medical Officer of Health as well. Unless the public health officials give other instructions, the staff will follow RAC Outbreak procedure.

**Medication Policy**

For administration of all medication including inhalers, masks, etc., parents must sign a consent form and provide a doctor's note and written instructions. The Supervisor is designated to administer all medication. If she is not available she will designate another staff person.

Please note that administration of any medication/medical apparatus is done by the staff on a voluntary basis. Neither RAC nor the parents can require the staff member to give medication or treatments. No child will be permitted to administer their own medication without a RAC staff person present ie. inhalers, Tylenol, etc.