

Medical Policy

We take our healthy environment seriously. Before entering your child's preschool classroom each day, please have your child go to the hallway bathroom by the parent sign-in desk to potty and WASH their hands.

Children may NOT return to school for 24 hours after being sent home. They must be free of fever, vomit, and/or diarrhea for 24 hours.

DO NOT administer a fever reducer and send them to school.

If fever is present in the night but gone in the morning DO NOT send them to school. 24 hours means 24 hours exactly.

Administration of Medicine: Written, signed, and dated parental consent is required prior to the administration of any prescription or over the counter medication or administration of special medical procedures. Medicines shall be used only for the child for whom the medicine is labeled. Medication will not be given in excess of recommended doses and prescribed special medical procedures ordered for a specific child should be written, signed, and dated by a physician or other legally authorized healthcare provider.

The "Daily Medicine Form" located at the sign-in desk. Instructions about dose and time must be noted on the form. Medicine and form will be kept in the classroom out of reach of the child. A child who has been on an antibiotic and fever free for 24 hours is considered non-contagious.

Storage of Medicines: All medications shall be kept in their original containers and have child protective caps. They shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and /or expired medicines shall not be used and will be returned to the parent or disposed of in a safe manner.

Medication Log: For each medicine that is administered by a staff person, a log shall be kept including the child's name, name of medication, dosage, time, and name of person administering the medicine. This information will be logged immediately following and a copy of this will be provided to the parent/guardian.

Medication Errors: Failure to administer a medication at the prescribed time or administering an incorrect dosage or wrong medicine will be recorded in the child's record and the parent will be immediately notified verbally and written. This same notification in person and in writing will occur if a child is suspected of having an adverse reaction to the medicine.

Emergency Medical Treatment: In the event of an injury to your child or illness, every attempt will be made to contact the parent. If a parent cannot be reached, alternate

persons, listed on the registration form, will be notified. In all injuries requiring first aid, an accident report will be filed and signed by the parent and returned to the office. The parent gives permission for first aid to be administered by the currently certified staff. If the illness or injury requires emergency room medical treatment, the parent hereby gives consent for said medical treatment by qualified doctor and hereby releases from liability the staff member, TLC and the staff of all liability expressed or implied which may result from such services. An ambulance will be called and Baptist Medical Center will be the facility used as it is closest proximity. The Lead teacher will accompany the child on the ambulance and take their individual child file. The Assistant Teacher or Hall monitor will maintain coverage of the children in their classroom.

Seasonal Allergies: Children with seasonal allergies should have a Doctors Statement on file. If the allergies persist to the point of extreme coughing, respiratory distress, or head congestion, the Director will call the parent to pick up the child. Allergies can quickly turn into contagious infections, so it is best for the benefit of all the children to make this decision in extreme cases. **While we try to meet each individual child's need we cannot keep children inside in another classroom or the office during playground time. Therefore if your child is not well enough to play outside, they are not well enough to be at school.**

Food/Insect Allergies: Parents of children with life threatening allergies to foods or insects should provide the Director, Teacher, and Assistant Teacher a note to post in your child's file explaining all of the symptoms and treatment procedures related to the particular allergy. We will take all reasonable precautions to meet your child's special needs. As your child's best advocate you should not hesitate to send in reminders and updates on your child's allergies.

Colds and Runny Noses: A child with a cold is contagious. A runny nose indicates an allergy only when discharge is clear. A non-clear discharge indicates infection, and the child must remain at home.

Fever: A child with 100 degree fever or above must remain home and be fever free for **24** hours before returning to school.

Diarrhea/Vomiting: A child should be free of diarrhea or vomiting for **24** hours before returning to school.

Coughs: A child who is coughing with a cold or bronchial infection is contagious so long as the cough is moist. If the infection is bacterial and the child has taken an antibiotic for **24** hours, with no fever for **24** hours, he or she may return to school.

Conjunctivitis/Pink Eye: Red, itching, oozing or matted eyes are all signs of infection. A child must be on antibiotic drops for **24** hours and **eyes must be clear** before returning to school.

Skin Irritations: Chicken Pox, Impetigo, Ring Worm and all other skin irritations must be completely dry before returning to school.

Open Wounds: Open wounds must be covered with at least an adhesive bandage while at school.

Head Lice: Please notify the Director if your child becomes infected with or in contact with other children who have been infected with Head Lice. This must be treated before returning to school.

Please remember that children will be exposed to germs in many places other than our facility. In fact, the daily disinfecting procedures of the classroom and toys by our staff and cleaning service, as well as regular hand-washing practiced by our staff and children, mean that your child is in a much cleaner environment than the grocery store, doctor's office, or restaurants. If we adhere to these policies, we will be able to cut down on infection throughout our facility. The children will also build up their immunities as illnesses occur so that by kindergarten age, they will more likely be able to stay the required days of attendance in public or private school. Thank you for respecting our policies.