

LITTLE LOG CABIN FIRST AID/MEDS POLICY

In the event the following situations occur, LLC will...

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100°F or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between the employee and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches or a bandage.
3. If stitches are required, notify the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound.

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy, or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's parents.
3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room as well as in the rooms of any siblings.
5. The child must be checked before re-entry into the Center.
6. It is the parent's responsibility to present the child to a Leadership Team member for inspection.

Contagious Disease

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

Receiving and Storing Medication

1. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the Center.
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with liquid or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than 10 days must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days. We must have a doctor's note for all prescription medications with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.
7. Only MAT trained staff may give medication.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the “Authorization to Give Medication” form, the empty bottle (after being washed out) should be given back to the parent.
2. In the case that the medication is not emptied, it will be given back to the parent or be discarded.

Recording Information

1. All incidents must be recorded on the correct forms as needed, i.e. “Authorization to Give Medication”, “Accident Report”.
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e., $\frac{3}{4}$ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an Accident Report. The report will be complete with all information surrounding the injury. One copy of the report will go to the monthly accident report file and the original to the child’s mailbox for parental signature then placed in the child’s file.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release.

<u>Fever Free:</u>	Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<u>Vomit Free:</u>	Must not have vomited for 24 hours.
<u>Uncontrolled Diarrhea:</u>	Defined as an increased number of stools compared with the child's normal pattern with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
<u>Conjunctivitis (Pink Eye):</u>	24 hours after documented treatment for conjunctivitis has begun.
<u>Mouth Sores:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Rash:</u>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<u>Infestations (e.g. head lice, scabies):</u>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<u>Tuberculosis:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Impetigo:</u>	Cannot return until 48 hours after treatment has begun.
<u>Strep Throat:</u>	24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.