

**Tall Spire Nursery School**  
**Health Care Policy**  
**EMERGENCY PHONE NUMBERS**  
**(CALL 911 for all emergencies)**

**Health Care Consultant**

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**Licensing Agent**

Mass. Department of Early Education and Care (EEC)

360 Merrimack Street

Building 9 3<sup>rd</sup> Floor

Lawrence, MA. 01843

1-978-681-9684 ext 307(Karen Gale-Licenser)

**Emergency Phone Numbers (posted by telephones)-911**

Fire Department: 781-246-6432 (non emergency)

Police Department: 781-245-1212 (non emergency)

Poison Control: 1-617-232-2120

DCF/Child Abuse: 1-800-792-5200

Board of Health: 781-246-6375

Designated Adult: Kathy Relihan (Director)

H# 781-246-3170/C#781-864-3210

**Hospital(s) Utilized for Emergencies**

**Name:** Winchester Hospital

**Address:** 41 Highland Ave  
Winchester

**Phone:** 781-729-9000

**Name:** Melrose/Wakefield

**Address:** 585 Lebanon St.  
Melrose

**Phone:** 781-979-3000

# Tall Spire Nursery School

## Health Care Policy

### Procedures for Emergencies (illness, accident) while at Tall Spire:

*All teachers at Tall Spire are trained in First Aid/CPR and in Health Care Emergency Procedures.*

1. At the scene **Teacher A** remains calm.
2. **Teacher A** sends **Teacher B** to get the *Director/ Administrative Assistant*. **Teacher B** is also asked to bring the first aid kit and call 911 if necessary. If *Director/Administrative Assistant* is not on site, the child's homeroom teacher will assist **Teacher A**.
3. **Teacher A** stays with the child and gives first aid until *Director/Administrative Assistant* takes charge.
4. The *Director/ Administrative Assistant* will help assess the situation and give further aid as needed.
5. A severely injured child will not be moved unless CPR needs to be performed.
6. If necessary, the *Director/Administrative Assistant* will instruct **Teacher B** to phone for (911). All emergency numbers and instructions are posted at both phones in the school.
7. **Teacher B** will pull the child's folder containing emergency information and medical forms.
8. **Teacher B** will give the folder to the *Director/Administrative Assistant* in the event the injured or sick child needs to be transported to the hospital. The child will be transported by ambulance. Winchester Hospital's ER has Children's hospital doctors on site.
9. **Teacher B** will then attempt to notify parents of the situation and agree on a course of action with the parent. If parents cannot be reached, the emergency contact person will be called. These numbers are filed in the child's folder as well as in the emergency "RED" book on the Director's desk. The child's physician will also be called.
10. The *Director/Administrative Assistant* will stay with the child until parent arrives to accompany the child to the hospital. In the event the ambulance transport arrives before the parent and the paramedics deem it necessary to leave for the hospital, the *Director/Administrative Assistant* will accompany the child in the ambulance to the hospital.
11. An accident or illness report will be filled out within 24 hours. This report will be signed by the parent as well as the *Director/Administrative Assistant*. One copy

will be given to the parent and one copy will be filed in child's folder.

11a. EEC regulations concerning notification of injuries and illnesses that occur at Tall Spire are as follows :( a review rather than an investigation will occur and a visit may not be necessary)

1. Any illness or injury that occurs at Tall Spire and requires overnight hospitalization must be immediately reported to EEC by phone.
2. Any injury or illness that occurs at Tall Spire and requires medical treatment must be reported to EEC by submitting a GCC/SACC Illness –Injury Report Form to the center's EEC licenser (Karen Gale) within three (3) business days.
3. Asthma attacks, seizures and bee stings do not need to be reported to EEC.
4. An illness or injury where medical attention is sought and requires no treatment does not need to be reported to EEC.
5. Any illness and injury that occurs at Tall Spire must be noted in the Illness/Injury log. ( On file cabinet in office)

### **Procedures for emergencies when off the premises (FIELD TRIPS)**

- No Field trips involving transportation will be taken
- Only walking field trips are taken
- Teachers will have personal cell phones on them in case of emergency
- Parents are required to sign a blanket release form upon enrollment giving permission for walking field trips
- Parents are notified of any unscheduled walking field trips and permission slips will be signed at that time.
- On walking field trips, the teacher, Director/Administrative Assistant or Hall Mom will bring the Emergency for Evacuation Book-“**RED**” book( which contains all emergency phone numbers and contacts for the child),Epi Pens for each child that has one and the daily attendance record. The “Field Trip or Emergency Backpack” (contains additional first aid supplies) should be brought on all Field Trips.
- A parent will be notified if their child gets sick, injured or receives a bee sting. Emergency procedures will be taken if necessary
- **If a child is missing while on a field trip**, a quick search of area will be taken. If child is not located, 911 will be called and details given to emergency personnel. The child's parent will be notified immediately *if* 911 have been called. If child is found without having to call 911, the child's parent will be notified at pick up time.
- If an accident or injury occurs while on a Field Trip the Lead Teacher, Director or Administrative Assistant will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of

transportation for the child to receive additional medical treatment will be determined by the Director/Administrative Assistant based on the severity of The emergency or illness. If necessary an ambulance will be called. (See **Procedures for Emergencies**)

### **Procedures in the case of a missing child while on school grounds**

**Indoors:** Classroom teacher alerts Director or Administrative Assistant of missing child. Director/Administrative Assistant alerts rest of staff to search their classrooms. A search of the bathroom and hallways inside and outside of the double doors is made by the Director or Administrative Assistant as well as both front and rear exits to the church. If child is not located quickly 911 must be called (use land line phone if possible) and details given.

**Outdoors:** The Director/Administrative Assistant is alerted and all teachers are to search outdoor playground and hardtop area including inside playhouse and behind garage. The Director/Administrative assistant will check inside the school in case child went in on their own without being noticed. If after a quick search and the child is not located, 911 must be called (use land line phone if possible) and details of the emergency are to be given. If the missing child is found *without* calling 911, the child's parent will be notified at pick up time. If 911 had to be called, the child's parent must be notified *immediately* (even if child is found).

### **Procedures for using and maintaining First Aid Equipment**

**Location** of First Aid kits (posted at each site with a red cross)

1. Director's Office (on top of brown file cabinet)
2. Rear exit to playground (in closet). A red cross outside closet designates location. This kit may be used on walking field trips.

The kits are to be maintained and adequately supplied by the Director or Administrative Assistant. They are to be inspected monthly as to the contents. Needed supplies would be replaced to the kit if necessary. Inspection includes a checklist and recording of each inspection date. The Director or Administrative Assistant must acknowledge such inspection by dating and initialing the form, located inside or outside of first aid kit.

#### **Contents of First Aid Kit:**

Child CPR Mask	Band-aids (latex free)	Gauze pads
Adhesive Tape	Gauze roller Bandage	Disposable non latex gloves
Compress	Eye Patch/rinse cup	Instant cold pack
Fever Strips	Wet Wipes	Scissors

Tweezers

Pen Light

### **Plan For Meeting The Individual Needs of Mildly Ill Children while in Care:**

A mildly ill child will be made comfortable in the Director's office (which is open to the Hallway and Music room). The parent of the child will be called and informed of the child's condition. A request may be made by the staff member, for the child to be taken home by the parent. Prior to calling the parent, the teacher or Director/Administrative Assistant will take the child's temperature using the fever strip on the child's forehead. If a parent cannot be reached, the emergency contact person will be called and notified of the child's condition and may request them to pick the child up. The child will be made as comfortable as possible until he/she is picked up by an authorized person that is listed on the child's release form.. The Director/Administrative Assistant will remain with the ill child, observing and documenting symptoms of illness. A pillow, blanket, books, puzzles and other quiet play materials will be offered to the child. All staff members are certified in First Aid and CPR and are familiar with the signs and symptoms which indicate illness. The child will be watched for any worsening and developing symptoms. Every attempt will continue to be made to reach the parent or caregiver and request for the child to be taken home.

### **Plan for Meeting Specific Individual Health Plan Needs:**

The Director and Staff at Tall Spire receive information regarding chronic health issues from child developmental forms filled out by parents prior to the opening of school or prior to the child's first day at school. Health issues are compiled according to the session the child is attending and put on a list. This list is posted in each classroom as well as the food preparation area. The lists that are put in the classrooms will have a cover sheet over it with the words "Allergy List" in order to protect each child's privacy. Chronic health issues are discussed at length with all staff members prior to the opening of the school year as well as many times during the year, including the First Aid training. Epi- Pens are kept in the Director's office on top of the file cabinet in a container clearly marked, EPI PENS with the specific session( MWF or T/TH) written on the container as well. These Epi- pens are only to be used for the child that it has been prescribed to for the reason of an allergic reaction. If an Epi- Pen has to be administered, 911 **must** be called after administration. Parents will be notified anytime an Epi-Pen has been administered to their child. Staff members are trained in the use of Epi-Pens at the initial staff meeting by the Director prior to school opening and periodically during the school year. The staff is trained to be alert to symptoms of allergic attacks. A recurring Health issue form will be completed by a parent of a child with the following

issues; asthma (an individual asthma plan), diabetes, food and environmental allergies, seizures, heart disorders, anemia and kidney. The Director/Administrative Assistant and parent will conference as to the procedure to be followed when a reaction is suspected. If a staff member can identify the suspected allergen that may be causing the child's reaction, the child will be separated from it whenever possible. The child will be kept calm, quiet and comfortable while the Director/Administrative Assistant contacts parent and or child's physician.

**Food Allergies: Tall Spire Nursery School is a Peanut, Nut Free Environment!**

All snacks provided by Tall Spire are free of peanuts and nuts. A list of our daily snacks to be served are posted.. Parents of children with food allergies will meet with the Director prior to the opening of the school year, to discuss their child's specific food allergies and determine whether they are able to have the provided school snack or whether they will bring their own from home. An approved snack list must be filled out and signed by the parent of a child that has a food allergy.

**MWF-Extended Day (Lunch):** Children enrolled in the Monday-Wednesday-Friday session will be allowed to bring their lunch one designated Wednesday each month. Parents are responsible for providing a nutritious (peanut free) lunch for their child. Food that is manufactured in a facility that processes peanuts will NOT be allowed at Tall Spire. (check labels carefully)

**Plan for Administrating Medication (including prescription, non prescription and topical medications):**

- No Staff member at Tall Spire will administer the first dose of any medication to a child.
- Tall Spire staff members who administer any medication receive specific training through the department Of Early Education and Care and have a certificate on file documenting this. These staff members are trained annually in "***The Five Right Practices of Medication Administration***". The five practices are as follows: Each person who administers medication must be trained to verify and document that the ***right child*** receives the ***right dosage*** of the ***right medication*** designated for that particular child and given at the ***right time(s)*** and by the ***right method***.
- Tall Spire will not administer prescription or non-prescription medication to a child without a written order and signature from a physician, which may include the label on the medication. The label must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered. Written parental permission will be needed as well.
- Tall Spire will not administer any such medication contrary to the directions on the original container unless so authorized by a written order from the

child's physician.

- All medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over the counter medications must be in the original manufacturer's packaging.
- All staff members have received training in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.
- Each time a medication is administered, the staff member must document the name of the medication, the dosage, the time, the method of administration, the child it was given to and who administered the medication. This documentation has to be filed in the child's record.
- A parent is allowed with the written permission of their child's physician or health care practitioner to train the staff in implementation of their child's individual health care plan.
- All unused, discontinued or outdated prescription medications shall be returned to the parent to dispose of. This return of medication shall be documented in the child's record.

**Procedures for Identifying and Reporting Suspected Child Abuse or Neglect to Department of Children and Families (DCF) and the Department of Early Education and Care (EEC)**

- Any form of abuse or neglect of children while in care is strictly prohibited.
- All educators must operate the program in ways that protect children from abuse and neglect.
- Educators are responsible for abuse and neglect if:
  1. The educator admits to causing the abuse or neglect, or
  2. The educator is convicted of the abuse or neglect in a criminal proceeding, or
  3. The Department of Early Education and Care determines, based upon its own investigation or an investigation conducted by the Department Of Children and Families subsequent to a report filed under M.G.L. c. 119, 51A and 51B, that there is reasonable cause to believe that the educator or any other person caused the abuse or neglect while children were in care.
- Every educator is a mandated reporter under M.G.L. c. 119, 51A and must make a report to the Department of Children and Families whenever she has reasonable cause to believe a child enrolled at Tall Spire Nursery School is suffering from serious physical and emotional injury resulting from abuse inflicted upon the child, including but not limited to; sexual abuse, or from

neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

- The Director (licensee) must notify the Department immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of Tall Spire Nursery School or during a program related activity.
- The Director (licensee) must notify the Department immediately upon learning that a report has been filed naming an educator or person regularly on the child care premises as an alleged perpetrator of abuse or neglect of any child.
- A written report will be made within 48 hours after verbal communication has been made to the Department of Children and Families.
- The Director (Licensee) must ensure that any educator accused of the abuse or neglect of a child in a report to the Department of Children and Families, filed pursuant to M.G.L. c. 119, 51A, does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires.
- All staff members are trained to recognize signs of physical and emotional abuse or neglect. The following list **may** characterize possible abuse;  
**Bruises, burns, cuts, swelling, missing teeth, fractures, strap marks, bite marks, limping, walking or sitting difficulties, pain or extreme itching in genital areas, torn, stained or bloody underclothing.**  
The following may characterize possible neglect;  
**Extreme hunger, thirst, pallor, listlessness, dirty, strong odor, extreme fatigue, torn and unwashed clothing.**

### Injury Prevention

- Liquids, foods, and appliances that are or become hot enough to burn a child must be kept out of the reach of children.
- There is no Smoking or drinking alcoholic beverages in the building or on the premises of Tall Spire Nursery School (including the playground area) during school hours.
- The use of any substance that may impair the educator's alertness, judgment or ability to care for children during school hours is **prohibited**.
- To prevent injury and to ensure a safe environment, the Director is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. All educators are expected to notify the Director immediately of any safety concerns. The Director will monitor the outdoor playground area and remove any hazards prior to children using the space.



- Educator's must check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present strangulation hazards.
- Educators' must protect children against cold, heat and sun injury.
- Tall Spire maintains two First Aid kits containing all the necessary items needed for emergencies. One is located in Director's office on top of file cabinet. The second one is in the closet by the back exit door near playground.
- A first aid kit, emergency contacts and phone numbers for the children will be taken on any walking field trips as well as any Epi-Pens that may be prescribed for a child.
- A central injury log is maintained in the Director's office on the file in front of the First Aid kit. All staff is required to enter any injuries in the log as well as filling out the injury report form. Only staff that has a current first aid certificate can apply first aid to a child while in our care.
- Parents are notified of injuries via the injury report form that needs to be signed and dated by the parents as well as the person filling out the report. One copy of this report is given to the parent and one copy needs to be put in the child's folder.
- Any injury or accident that is followed by a visit to the hospital or doctor's office AND requires treatment must be reported to the Department of Early Education and Care.
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### **Management of Infectious Diseases**

- If the school suspects a child is exhibiting symptoms of illness, we will isolate him/her from other children (in the Director's office), record temperature, and observe child carefully. The Director will stay with the child and made comfortable.
- A parent will be notified to pick up their child if they have a fever( a forehead fever strip is used to take the temperature)
- A parent will be notified to pick up their child, with or without fever, when any of the following symptoms exist: Diarrhea, vomiting, severe coughing, labored or rapid breathing, jaundice, conjunctivitis, headache with A complaint of a stiff neck, unusual spots or rashes, skin infections, head lice Or if the child looks ill.
- Parents should call the school to notify the staff if their child will be absent.
- Parents should notify the school when their child has a severe or prolonged illness, a communicable disease such as chicken pox or head lice.

### **Guidelines for a child's return to school**

Fever	Fever free for 24 hrs (without fever reducing
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medicines)

Chicken Pox:	When the last chicken pox to break out is scabbed over.
Conjunctivitis	After 24 hours of treatment
Diarrhea	When symptoms are gone
Strep Throat	24 hours after antibiotic is started.
Head Lice	Nit free/follow treatment plan
Respiratory Illnesses	When child feels well enough to participate fully (No active virus/discharge from nose/fever)

### **Plan for Infection Control**

- All educators are trained in infection control procedures.
- Educators and children wash their hands with liquid soap and running water, using friction, in accordance with the Department of Public Health guidelines. Hands are dried with disposable paper towels.
- Educators and children must wash their hands at least at the following times:
  1. Before and after water play
  2. Before and after eating or handling food
  3. After toileting/ soiled clothing changes
  4. After coming into contact with bodily fluids or discharges( including sneezes, coughing)

In addition educators must wash their hands:

- Before and after administration of medication
- After performing cleaning tasks, handling trash or using cleaning products.
- Before and after applying first aid to a child (non-latex gloves must be worn)
- Before and after changing a child's soiled clothing (non-latex gloves must be worn)
- All floors used by children are swept each day and washed every week.
- All eating surfaces are washed and disinfected with Clorox wipes before and after eating, at the beginning of the school day. At the end of the school day.

### **Toileting/Toilet Training**

- Children are encouraged to use the bathroom whenever they need to go
- Children all wash their hands before snack and are encouraged to use the toilet at that time
- Children must wash hands after toileting
- The Hall Mom, Director or Administrative Assistant are always available in the bathroom area for any of the children's toileting/hand washing needs
- Parents are encouraged to pack an extra set of clothing in their child's

backpack in case they soil themselves. The school does have extra clothing as well if needed.

- **No child is ever scolded for soiling their clothing**
- Soiled clothing will be placed in a zip lock bag with the child's name on it and returned to the parent at the end of the school day
- Educators must wash their hands before and after helping to change a child's soiled clothing (non latex gloves must be worn)
- Children are toilet trained in accordance with the requests of their parents and consistent with the child's physical, emotional and developmental abilities
- The bathroom toilets, sinks and floors are washed and disinfected at the end of each school day