



## THE KIDS' PLACE

HEALTH CARE PLAN

509-522-2088

[kidsplacewallawalla.org](http://kidsplacewallawalla.org)

209 Marcus Street

Walla Walla, WA 99362

### HEALTH PRACTICES

#### Daily Health Checks

Teachers check-in with children upon arrival as well as routinely throughout the day to screen for illnesses.

#### Handwashing

Hand washing is the single most effective means of reducing the spread of infectious diseases.

Children are taught these hand washing procedures:



#### Wet hands

Use liquid soap and rub hands vigorously for at least 20 seconds

Wash everywhere: backs of hands, wrists, between fingers, and under fingernails.

Rinse thoroughly until all the soap bubbles are gone

Dry hands on a paper towel

At school we ask children, teachers, and visitors to wash their hands with soap and warm water in the following situations:

When arriving in classroom

After toileting

Before and after sensory play such as play dough, sand, water, etc.

Before and after preparing, serving, or eating food

After handling, feeding, or cleaning up after animals

After handling body fluids

After being outdoors Of involved in outdoor play

Toileting and Diapering

TKP initiates toilet training when a child indicates readiness and after consulting with parents. Staff members work with families to coordinate efforts when a child shows interest in toilet training.

Families supply either cloth or disposable diapers and wipes. Soiled clothes and cloth diapers will be sent home in a bag labeled with the child's name. State law does not allow staff to rinse either clothes or diapers before them.

Teachers follow posted diapering procedures as mandated by the health department. Each diapering area has the procedure posted and all necessary supplies.



## Cleaning and Sanitation

TKP uses soapy water to clean and a mild bleach water solution to sanitize tables, chairs, and materials that are not dishwasher safe. Bleach water solution is replaced daily. Toys and materials that are dishwasher safe are routinely rotated out of classrooms for cleaning. Nap mats are cleaned as needed and at least weekly.

A custodial crew cleans and sanitizes the facility daily. Cleaning includes diapering areas, floors, kitchen, doorknobs, bathrooms, windows, walls, and surfaces. Garbage is emptied daily.

## Hot Liquids

For the safety of the children, all liquids and foods hotter than 100 degrees Fahrenheit must be kept out of children's areas. This is true for teachers, administration, families, and guests. This also applies to field trips.

## No Smoking

All areas of TKP campus including the building, playgrounds, and parking areas are designated smoke free. There is no smoking at any time.

## Outdoor Play

We consider our playgrounds outdoor classrooms. Teachers take children outdoors for play and educational experiences daily. We ask that parents assist their child to dress for outdoor play each day. Children have space at school for extra changes of clothes, sunscreen, winter outerwear and footwear.

If there is a "Red Alert" for air quality; over 110 degree Fahrenheit; or wind chill below -20 degrees Fahrenheit, children will remain indoors to play. During other less comfortable weather, children will go outside for abbreviated times as determined by child comfort and safety conditions.

## Snacks

TKP provides a mid-morning, afternoon and late afternoon snack to all children in attendance. Menus are posted in the entry hall bulletin board. Leftover foods are covered, dated, and stored in the refrigerator or freezer.

## Lunches



Families provide lunch for their child(ren). Each lunch must include a protein, a grain, a vegetable, and a fruit. TKP provides milk or water for all children at each meal. Please do not send candy or soft drinks in children's lunches. We encourage children to eat a healthy and well-balanced diet. We encourage parents to send fruit or other similar nutritious food as an alternative for dessert. Lunches from home are labeled with children's and teacher's names when stored in the fridge.

Teachers use lunch time as another opportunity to develop social skills, so please do not send toys in lunchboxes. A simple note from a parent can make a child's day. To ensure that children eat what parents have chosen for them, children are not allowed to trade their food. Teachers who regularly handle food have food handlers cards and receive routine training on safe food handling practices.

## **Animal Policy**

**Washington State Regulations regarding pets in childcare centers address both animals living on site and visiting animals. TKP creates opportunities whenever possible to have animals visit the school and takes precautions so that the experience will be safe for all children.**

**This policy is notification that any of the following animals may be on site:**

**Mammals**

**Birds**

**Reptiles**

**Amphibians**

**Fish**



**Parents are given 24 hours written notice through email and posted sign when there will be an animal visiting school.**

**Injuries and Incidents**

**Because young children are so active, they may occasionally sustain minor injuries in play. Teachers treat minor bumps and scratches with basic first aid including bandages, ice packs, and soapy water. Teachers document accidents on an incident report form. We ask parents to sign incident reports and return them to the child's teacher or to the director. Parents are given copies of incident reports upon request.**

**In the case of more serious injuries or illnesses, TKP notifies parents immediately by phone.**

**Ill Children**

**If symptoms of an illness prevents a child from participating comfortably in activities, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, TKP will notify the child's parent or other authorized person to have the child picked up. Generally, children may return to school 24 hours after being symptom free and feeling better.**

**Children must not be present at TKP if they have any of the symptoms below currently Or in the previous 24 hours:**

**Fever of 100 degrees Fahrenheit or more**

**Diarrhea and Vomiting**

**Discharge from the nose that is not running clear**



**There are no make-up days or discounts for days children are absent due to illness.**

**Families are encouraged to prepare in advance for alternative care for times children are too ill to come to school.**

**In cases of communicable disease, TKP is required to notify the local health department, the licenser, and parents of children who may have been exposed to the illness. TKP is required to share the date of possible exposure; possible duration of the illness; and symptoms to watch for. All other information regarding children's health and well-being is confidential.**

## **Infant Care**

**The Kids' Place does not provide care for infants, and therefore does not have safe sleep policies or use a nurse consultant.**

**HEALTH, MEDICAL, DENTAL EMERGENCY OR SERIOUS INJURY**

## **Employee Training**

**T.K.P employees receive training in medication administration. In addition to this, employees receive ongoing training in first aid, CPR, AED use, and communicable disease prevention.**

## **HEALTH RECORDS**

**Health forms, emergency release forms, applicable medical plans for illness, injury and allergy management are kept in a child's individual file in a locked file cabinet. Children's emergency medical forms, emergency medicine, and medicine permission forms are kept in each classroom trip bag and accompany children on field trips.**

## **Individual Medical Care Plan**

**Children with known medical or developmental conditions, or other conditions that might require special care in an emergency, are required to submit a Car Plan for Children with Special Health Needs and Medical Permission Form before the child attends. These plans identify potential emergencies; address what procedures to follow; are signed by the child's primary care provider; and grant TKP permission to act on a child's behalf.**

## **Allergies and Special Health Needs**

**TKP employees receive training as needed regarding food allergies and emergency care for children. Teachers scan children's lunches for potential allergens and seat children differently, depending on what children bring in their lunches.**

**If a child has which require emergency medication, such as Diphenhydramine (Benadryl), inhalers or EpiPen parents must complete the Car Plan for Children with Special Health Needs and Medication Permission forms. These are available from the office as well as on our website. Part of the medication plan includes a copy of the valid prescription in the child's name. The care plan fully describes the needs and treatment steps for the child. If it is a food allergy, please list the foods to which the child is allergic. Parents and the child's physician must complete the Medication Permission Form for each medication kept at school. These forms allow TKP to receive the medications at the school office, and to administer the child's medicine should it be needed. Children with life-threatening or severe food allergies should bring their own snacks.**

## **Transport Plan**



**In the case of an emergency, TKP will call 911 and contact parents immediately. The ambulance transports to Providence Saint Mary Medical Center. If a child requires ambulance transportation, a TKP staff member will accompany the child with necessary information until parents arrive.**



## **Immediate Medical Care**

**On the enrollment form, parents authorize the school to obtain immediate medical care for their child(ren) if an emergency occurs and parents cannot be reached immediately.**

## **MEDICATION**

**For the protection of all students and school personnel, no medication may be brought to school in unmarked containers. All medications must be handled adult to adult. Medication Permission Forms are available in the office and at [kidsplacewallawalla.org](http://kidsplacewallawalla.org). Parents complete permission forms with the subscribing primary care provider for prescription medications. Over the counter substances must also have a permission form completed by the parent. Common over the counter substances that are considered medication in licensed child care include, but are not limited to:**

**Sunscreen**

**Diaper ointments**

**Cough drops**

**Chapstick**

**Lotion**

**Antihistamines**

**Pain relievers**

**Fever reducers**

**Cough medicine**

**Decongestants**

**Anti-itching creams**

**Parents pick-up medicine when done using it at school.**



**TKP follows these steps to keep long-term or emergency medications available at school:**

**Parents whose children are at risk of suffering allergic reactions that may become medical emergencies must note such on the Medical or Emergency Information.**

**Both primary care providers and parents must complete and sign a written Medication Permission Form for each medication that needs to be kept at school. TKP needs this form completed before any prescription or non-prescription medication may be received by the school office or administered at school.**

**Both physician and parents must complete and sign a Care Plan for Children with Special Health Needs if the child has an ongoing special health need such as a food allergy or other medical condition.**

**All prescription medications administered at school must be in the original container with the child's name, physician's name, date, expiration date, and pharmacy label with telephone number. All prescription medication will be stored in the office medicine cabinet, with the exception of emergency medicine. This stays in the child's classroom or the travel bag when the child is on a field trip.**

**Non-prescription medication is kept in a safe place for adults to access and administer to children.**

Parents are responsible for ensuring that medication and consent forms kept at school are still effective and have not passed their expiration dates. Please note that Medication Permission forms are valid for one year, so require annual renewal.

### **Immediate Medical Care**

On the enrollment form, parents authorize the school to obtain immediate medical care for their child(ren) if an emergency occurs and parents cannot be reached immediately.

TKP staff members who administer the medication are trained in best practices of medication administration, including:

Verifying that the right child receives the

Right medication

In the right dose

At the right time

By the right method with

The documentation of each time the medication is administered as specified by Medication Permission Forms



**SUNSCREEN**

TKP has shady and covered outdoor areas for play. We encourage the use of sun-protective clothing, hats, and applied skin protection. During times of high sun exposure, usually May through September, TKP asks that parents apply sunscreen liberally to their children's skin before coming to school. The FDA recommends applying sunscreen with UVB and UVA protection of SPF 15 Or higher on exposed skin. TKP will reapply sunscreen with written parental permission.

Parents are responsible for supplying the sunscreen for their child. Please make sure to clearly label the product with the child's name. Parents must also fill out a Medication Permission Form.

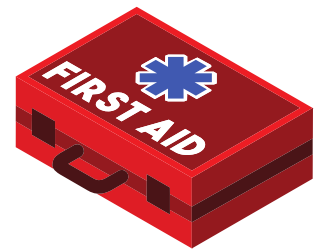
### **MEDICAL RECORDS AND IMMUNIZATIONS**

Washington State Department of Early Learning (DEL) requires that TKP have on file a complete and up to date immunization record or Certificate of/Exemption for Immunizations.

TKP requires parents to update their child's medical and immunization records annually during the registration process.

Immunization records are kept in a separate file in a locked cabinet. Medical information is kept in individual children's files. Childcare regulatory authorities have access to individual child files as well as separate Immunization record files. In addition to this, only the director has access to individual child files and immunization records. Any other access is by express written parental permission. TKP requests that parents inform us immediately of changes to children's health, including the development of food and environmental allergies.

## **SAFETY PROCEDURES**



## **ROUTINE INSPECTIONS**

**TKP routinely inspects all indoor and outdoor spaces. We abide by the Consumer Product Safety Commission's Guidelines, and follow the recommendations of the American Academy of Pediatrics. In addition to this, we are inspected annually by the Washington State Department of Early Learning Childcare Licensing (DEL). An annual compliance report is on file in the office, available for review upon request.**

## **EMERGENCY PREPAREDNESS**

**Emergency preparedness is a priority for TKP. The school has taken steps to be prepared in the case of an emergency. Our staff is trained to deal with a variety of circumstances. We conduct monthly fire and safety drills and quarterly emergency drills with children during the school day. The school has a response procedure for:**

**Evacuation to the playgrounds Or other nearby buildings, depending on what is necessary.  
Shelter in place, prompted by an environmental emergency.**

**If possible during an emergency, we will post our status on our website at [kidsplacewallawalla.org](http://kidsplacewallawalla.org)**

## **EMERGENCY RESPONSE**

**In all emergencies TKP will follow the instructions of local emergency responders such as police or fire department officials who would manage the response and provide instruction to parents. Please note that in the case of a shelter-in-place scenario, children will be kept at school until authorities deem it safe to leave. Should school need to be canceled, we will notify parents by phone to come to school immediately to pick up their child(ren). We will keep children calm, comfortable, and occupied indoors until parents arrive.**

## **CHILD ABUSE AND REPORTING REQUIREMENTS**

**All TKP employees are mandatory reporters of suspected child abuse, neglect or exploitation, as required by Washington State Law and DEL licensing requirements.**

**Employees follow recommendations of local authorities, including police or Child Protective Services, to inform families of suspected child abuse, neglect, or exploitation.**