Huntington Hills Community Association Out of School Care

SICK CHILD POLICY

The Huntington Hills Community Association takes any illness seriously. If a child is believed to be ill the staff are to take the following steps:

– Huntington Hills Community Association out of the School Care Program takes any suspected illness seriously. Staff is to talk to the child and find out how they are feeling. If they have grounds to believe the child is ill they are to take the child's temperature and record it in the staff communication book, as well as any symptoms that they can see, or that the child is complaining of.

Symptoms include, but are not limited to:

- The child is vomiting, has diarrhea, or a new unexplained rash or cough
- Requires greater attention than can be provided without compromising the care of other children in the program; or
- Displays any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to other children, caregivers or staff.

– If a staff member knows or has reason to believe a child is exhibiting the sign or symptoms of illness Huntington Hills Community Association Out of School Care and our staff will ensure that the child's parent/guardian arranges for immediate removal of the child from the program's premises. The Huntington Hills Community Association out of School Care Program will contact the parent/guardian by phone and inform them of their child's condition if they are unable to reach the parent/guardian they will contact an emergency contact while continuing to try and contact the parent. They will arrange a time, within the next 30-60 minutes for the child to be picked up and removed from the premises.

– If a parent fails to show up in the allotted time, staff will try contacting the parent again. If they are unable to reach the parent/guardian they will contact an emergency contact, while continuing to try and contact the parent. While they are waiting for the child to be removed from the program the Huntington Hills Community Association Out of School Care Program will ensure that the child is kept comfortable, in a separate area from the other children.

– Children returning to the Huntington Hills Community Association Out of School Care after illness:

- The Huntington Hills Community Association Out of School Care Program asks that all children be symptom-free for at least 24 hours before returning to the program.
- Depending on the severity of the illness the program reserves the right to request a doctor's note from the family before the child can return to the program; this is done at the discretion of the Program Director.
- If children are determined to still be sick parents will be contacted to pick their child up again and not return them for at least 24 hours.

– When a child is determined to be sick while in care, or a parent/guardian has called in to report a sick child, the staff are expected to fill out the *form in the staff communication book as well as on our Child Care Facility Illness Incident log sheet, which was given to us by Alberta Health Services. They are expected to put on both sheets the following information:

- The Name of the Child
- The Date the child was observed or reported to be ill
- Name of the staff member who identified the child was ill (or parent/guardian)
- There is a space to list the child's symptoms
- Time the parent/guardian was initially contacted (there are 3 spaces in case parents need to be contacted more than once.)
- Name of the staff person who contacted parent/guardian
- Time the child was removed from the program
- Who removed the child
- The staff who release the child into the care of their parent/guardian are to sign the sheet as well
- There is also a space at the bottom of the sheet for the staff to put the date the child returns to the program

Parents are given a copy of this policy in their parent handbooks, and the staff reminds them of it throughout the year. We also discuss it in our parent meetings and post a copy in our room.