



CHRIST THE KING EARLY LEARNING CENTER

HEALTH & SAFETY POLICIES & PROCEDURES MANUAL

1700B Pennsylvania Avenue, Coeur d'Alene, ID 83814

Web site: www.ctkcda.com E-Mail elc@ctkcda.com

(208) 765-6736 School (208) 664-9233 Fax

Emergency Telephone Numbers:

Fire & Police: 911

Local Police: 769-2320

Poison Control: (800) 860-0620

Public Health Department: (208) 667-3481

Hospital Emergencies:

Kootenai Health

2003 Kootenai Health Way

Coeur d'Alene, ID 83814 // (208) 625-4000

Alternate Facility:

Harding Center

411 N. 15th Street

CDA ID 83814

(208) 620-2031

Trinity Lutheran Church

812 N. 5th Street

CDA ID 83814

(208) 664-5743

Our policy is to ensure the health and safety of all children, families, visitors, volunteers and staff at our facility. Saving lives is the first priority in the event of an emergency. An emergency may include a fire, flood, tornado, earthquake, blizzard, power failure, or other disaster. Transportation to our safe alternative facility will be by foot. Communication with parents will be conducted immediately by school administrative team via phone call and/or Remind text messaging regarding level of emergency and reunification information. Continuation of care will be determined by severity of emergency. In case our facility is inhabitable, parents are responsible for finding alternate care.

As required by City of CDA Licensing procedures, random monthly fire drills are executed for all children, staff and volunteers. Reviews of all emergency procedures are performed during annual staff meetings or as needed.

In our efforts to maintain the safety and security for our families, children and staff, we have placed a keypad entry system. We have key-entry on the exterior gate as well as our main entrance. Each family and staff is assigned a 5-digit number. Please check with the school office to obtain yours. In addition, every child has a ***Kid Card*** that is maintained in your individual mailbox and required to be presented to your child's teacher at drop-off time. This transfers the responsibility of your child to us. In return, at the end of the day, at pick-up, your child's card will be transferred back to you, as well as the responsibility. Please return the card to your mailbox for use the following day. **Replacement of lost cards will have a fee of \$5.00 assessed.**

School Closure

***Snow Days:** We follow the Coeur d'Alene School District Policy recommendation for hazardous travel. If they are closed, typically are we. **Please check with our FB page, text messaging, & local news stations KHQ &**

KXLY for closure information which will be posted/communicated by 6:30am. We will reopen the next day if travel remains safe and schools are back in session.

EVACUATION PROCEDURES:

In the event of an emergency that requires evacuation of the building, such as a fire, and as part of our fire drill procedures we will follow these steps:

1. **Activate the fire alarm** (closest location).
2. Administrative staff will **call 911**.
3. Staff will **count the children** in each group being evacuated using the *Kid Cards* and daily sign-in sheet to ensure that all children are present.
4. Teachers will collect Class Emergency Folder with parent contacts.
5. **Evacuate the building** using the nearest safety exit (evacuation routes are posted in each room). **If necessary, transport children by foot to Alternative Facility**
6. WALK the children out of the building in a calm and orderly fashion.
7. Children with disabilities or requiring any special equipment/medications will be escorted by primary teacher.
8. Check closets, bathrooms, or any other area where children may hide (whether or not children are allowed in those areas).
9. Children will be evacuated to their respective areas. Children will be counted again when they reach the evacuation destination.
10. After counting children, teacher will display a green card if all children are accounted for or a red card if they are missing children.
11. Administrative will be responsible for gathering special medication/equipment (i.e. Epi-pen) for children.

LOCKDOWN PROCEDURES: SAFE-PLACE AND SHELTER-IN-PLACE

In the event of an emergency that requires a **pre-warned** “lockdown” of the building, such as a potential threat to the safety of the children and staff, the following steps will be executed:

Level 1: No outside Play

Level 2: All children will be moved to the gym and stationed along the south concrete wall between the Locked gym doors.

- Close all classroom doors as you leave
- Bring *Kid Cards* and attendance sheets to the gym
- No one will be allowed to enter or exit the facility until notice from the appropriate authorities

In the event of an **intruder** that jeopardizes the safety of the children and staff...

Level 3:

- All teachers will be alert for unexplained chaos.
- Classrooms may be contacted via intercom with a CODE RED announcement.
- Classrooms will be closed and doors locked. Children will be moved to a designated, out-of-site area.
- Teacher(s) will keep the children quiet and calm.
- If necessary and possible, evacuate.
- Remain in classroom until authorities arrive or clearance from administration.

EMERGENCY SUPPLIES:

Our facility will have on hand,

- bottled water
- snacks
- diapers & wipes
- flashlight
- cell phones

MINOR EMERGENCIES:

In case of a minor emergency such as small cuts, bruises, strains or bumps, the following procedure will be used:

- 1) A staff member trained in first aid (of whom one is present with the children at all times) will take appropriate steps for the injury or illness.
- 2) An incident report form will be completed by the teacher and kept in the child's file. A copy will be provided to the parent. At no time is the name of any other children involved in the incident put on the accident report or discussed with the injured child's parent. To do so would be a serious breach of our confidentiality policy.
- 3) All incidents are recorded on the accident/illness report. Information to include: date, time, details of injury, action taken/treatment given, whether the parent was called, and the teacher's signature.
- 4) All head injuries will be reported to the parent at the time of the incident.
- 5) All injuries should be discussed with the administrative staff regarding whether the parent is notified immediately or when the child is picked up at the end of the day. If the parent is called, record the time of the call and the conversation.

FIRST AID SUPPLIES:

Each classroom has adequate supplies in their first aid kits. First aid kits accompany the class when on all field trips. Additional first aid supplies are kept in the staff room. They include the following:

First Aid flipchart	Thermometer
Adhesive tape	Small scissors
Band-Aids (large & small)	sterile gauze bandages (sizes 2" and 3")
Sterile gauze 2x2 pads	Syrup of Ipecac (must not be in individual
Disposable latex gloves	class kits only administered at the
Ice packs	direction of the Poison Control Center)

Roller bandage (1" and 2" widths)

*An AED is available on the premises.

HEALTH RECORDS:

Health information about each child is included in the main registration form including:

- a) health history (any chronic illness, asthma, or diabetes are recorded on separate forms)
- b) name and phone number of the child's physician
- c) known allergies (which are posted in the classroom and all eating areas, physician documentation required)
- d) consent for emergency care
- e) emergency contact person (at least two responsible parties other than the parents)
- f) Authorized persons to take the child out of the child care facility.

This information should be updated every six months for children 1-2 years of age and yearly for children over two years of age.

Emergency information consent forms are also kept in the transport vehicle for use during field trips and/or when transporting children.

ALLERGIES:

- 1) Food allergy statements must be accompanied by a Medical Plan provided and signed by the child's physician and the parent and kept in the child's file.
- 2) Each child's allergies, reactions to the allergies and the treatment to the reaction must be documented in the child classroom as well as a photo of the child and allergy information will be **posted in the classroom, the eating areas and identified on *Kid Card***.

CARE OF ILL CHILDREN:

Children who become ill, with a fever of over 101°, symptoms of communicable disease or any symptoms as listed in the Exclusion Policy, will be isolated from the other children in the school office until the parent or designated guardian comes for the child.

Parents will be notified of the need to pick their child up as soon as possible. If the parent is unable to pick-up their child promptly or cannot be reached, then the next person on the emergency contact list will be called to come pick up the sick child.

Illness reports will be sent home with a child to indicate when they will be allowed to return to school.

If the childcare staff or administrative staff has concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's health care provider.

A child must be **free of fever for 24 hours** before returning to childcare. If antibiotics are ordered, **a full 24 hours of treatment is needed before a child can return to childcare**. If the child needs medication at any time, we require a Dr.'s note, and that the parent fill out and sign the "Medication Administration Form" available on line or in the classrooms.

Families who continually violate our Health & Safety policies and procedures by sending their children to school with serious health concerns, may have their child's care terminated from our program.

MEDICATION MANAGEMENT:

Written parent permission is required (Medication Administration Form) as well as a physician's note. All prescriptions must be presented in original containers with child's name and dose. Medication Administration Forms expire 14 days from origination date. See our Medication Administration Form for detailed policy.

PROCEDURE FOR EXCLUDING ILL CHILDREN:

Children will not be permitted to remain in or be admitted to childcare with any of the following symptom

- 1) Vomiting on two or more occasions within the past 24 hour period
- 2) Fever of 101° or higher
- 3) Diarrhea: two or more watery stools within a 24 hour period
- 4) Draining rash or rash of concern
- 5) Eye discharge or pink eye
- 6) Fatigue that prevents participation in regular activities including outdoor play

- 7) Symptoms of any of the childhood communicable diseases, including chicken pox, scarlet fever, Hand, Foot & Mouth or strep throat.
- 8) Children with cold or flu like symptoms should be kept home to minimize exposure to the other children and staff. While a cold or flu is generally not life threatening it does impair the children's ability to participate in the class and is highly contagious.
- 9) Open and oozing sores or blisters that cannot be covered (especially on mouth, hands or feet).
- 10) Lice or scabies ***Note: we have a NO NIT policy.

IMMUNIZATIONS:

- 1) All children enrolled in CTK ELC are encouraged to participate in the IRIS (Immunization Registration Information System) registration program with the State of Idaho. This allows for ease of retrieval of shot records as they are updated at the doctor's office.
- 2) Records of immunizations are required in each child's file.
- 3) A child will be accepted into this facility without an immunization **ONLY** when the appropriate exemption statement (for personal or religious reasons) has been signed by the parent or a medical exemption has been signed by a physician.
- 4) Children who are not immunized will not be accepted into the childcare during a disease outbreak for diseases that can be prevented by immunization.

It is the parent's responsibility to provide copies of the child's updated immunization records as soon as they are received