

Health Care Policies

INFORMATION

It is the responsibility of the parent/guardian to keep all medical and emergency contact information current throughout the year. TLECC must be notified of any changes or updates to this information about your child(ren).

IMMUNIZATION REQUIREMENTS

Each parent must submit a health report and immunization record per child upon enrollment. These records are kept on permanent file at the center and must be updated as your child receives immunizations.

MEDICATION AND NON-PRESCRIPTION ADMINISTRATION

Medication is dispensed at the center only if the following conditions are met:

- An "Authorization and Permission for Administration Medication" form must be completed and signed by the parent. This form gives authorization and instructions for dispensing medication. (See Appendix I: Authorization and Permission for Administration of Medication)
- All medications must be in their original packaging and marked with an expiration date indicating that it is current. The parent will be notified 30 days before the expiration date is reached.
- Prescribed medication must include a prescription label with the child's name.
- Over the counter medication must be labeled with the child's name on it.
- All medication must be given directly to a staff member so it may be stored in a safe place.

INJURY

Due to the nature of young children, injuries can occur within the blink of an eye. The staff makes every effort to ensure the safety of your child. The caregiver or the school office staff will treat minor injuries and accidents. Broken bones and head injuries unfortunately do happen, but major trauma is uncommon. Most injuries associated with outdoor play are minor.

Accidents or injuries that are considered to be of a more serious nature will receive first aid treatment from the caregivers or office staff. The parent will be notified immediately and if necessary the EMS will be called to assist.

Should non-emergency treatment be needed the parents are expected to provide care and transportation for the student. If the parents are not available, the persons listed on the emergency card will be contacted.

As a partner in the care of your child, we will provide you with an Accident/Injury Report.

ILLNESS

Illness does occur. Unfortunately, illnesses typically do not present symptoms until the period of contagion has past. As stated below, we employ all the best efforts to promote a safe and healthy environment, and, for the families we serve, each parent/guardian must cooperate and fully inform us of all instances of illness, accident or other ailment of your child(ren). Please notify the center immediately if your child has a communicable disease so that we may notify others.

MEDICAL CONSENT

Written permission from a parent giving consent for emergency medical care or treatment to be used shall be on file at the center. This includes consent for your child(ren) to be transported to an emergency medical care center if the need arises and for the attending hospital to administer medical care in a life-threatening situation. The permission shall be used only when the parent/guardian cannot be reached. You agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Trinity's designated emergency medical facility is Columbia St. Mary's Hospital Ozaukee
13111 N Port Washington Rd Mequon, WI 53097 (262) 243-7300.

HYGIENE

Children will be encouraged to learn good hygiene habits. Children will be guided by caregivers to wash hands with soap and water before and after meals and snacks, after using the toilet and after outdoor play. This not only helps control the spread of infectious diseases, but also helps to avoid reactions for our students with allergies.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

PREVENTION

Because young children are vulnerable to infectious diseases, we encourage you, as the parent, to be aware of our health policies as stated. Prevention of illnesses or contagious diseases is critical. We encourage you to:

1. Practice good hygiene habits (hand washing, covering of nose and mouth, etc).
2. Perform a brief assessment of your child's health each morning. Please do not bring a sick child to the center.
3. Provide disposable diapers.
4. Provide disposable wipes.
5. Be aware that low-grade fevers may be associated with an infection or illness, and not "just teething."
6. Keep emergency contact numbers up-to-date.
7. Dress your child appropriately – according to weather, etc.
8. Be aware that on short notice you may have to pick up your child due to illness.

If you aren't sure about whether or not to bring your child to be cared for, please call your child's Lead Caregiver to discuss it. We may require a doctor's note to determine whether or not the child is contagious. We greatly appreciate your cooperation in this matter.

Note: Children will be visually screened when they arrive in the morning. We reserve the right to refuse care to any child that exhibits signs of illness.

SICK CHILD POLICY

Trinity Lutheran Early Childhood Center of Freistadt is a "well-child care facility." Children that have a contagious illness expose other children and staff to the spread of the illness and require additional care and attention that Trinity Lutheran Early Childhood Center of Freistadt is unable to provide without compromising the health and safety of other children and staff.

Staff will be attentive to symptoms of illness throughout the day. If a child's condition is suspected to be contagious or the child is not feeling well, the child will be made comfortable in a location away from other children but where he or she can be supervised by a familiar caregiver. The parent or legal guardian will be notified immediately to pick up their child within an hour. If we are unable to contact the parent (at all phone numbers listed on the emergency contact form) then an emergency contact will be notified.

We require that children be cared for at home if they exhibit behavior not normal to their personality, are miserable or if they require more attention than we can safely provide. Children are to be kept home if they have symptoms of illness such as (but not limited to) sore throat, inflammation of the eyes, lice, rash, vomiting, diarrhea, other contagious illnesses, are unable to participate in the normal activities of the center, OR if they have a fever of 100.4°F or higher.

See Communicable Diseases Requiring Removal of Child from TLECC.

There may be times when your child will be exposed to a communicable disease. A Health Alert will be posted if there is such a case. You MUST notify the center immediately if your child has been diagnosed with a communicable disease from their doctor.

Confidentiality will be maintained.

From the Wisconsin Childhood Communicable Diseases Chart:

Three Key Criteria for Exclusion: Caregiver/teacher should determine if the illness 1) prevents child from participating comfortably in activities, 2) results in need for care that is greater than staff can provide without compromising health and safety of other children, or 3) poses risk of spread. If any of these criteria are met, child should be excluded regardless of type of illness.

SUNSCREEN

We recognize that too much exposure to UV rays may increase children's risk of getting skin cancer. Therefore, we will provide and apply a sunscreen product that is broad spectrum with SPF 30 or higher to your child. Sunscreen may be applied to exposed skin, including but not limited to the face (except eyelids), tops of ears, nose, bare shoulders, arms and legs. You provide your permission when you sign the Orientation Checklist (Appendix Q).

You may provide sunscreen for your child. Please clearly label the container with your child's name.

Children under 6 months of age will NOT receive sunscreen.

INSECT REPELLANT

We will provide insect repellent and apply it to all children enrolled in childcare before outdoor play. Repellent use is necessary to decrease the risk of children from receiving bites from insects that may be carriers of diseases such as West Nile Virus.

Insect repellent with a minimum of 20% deet ([as higher concentrations of DEET have a longer repellent effect; 20% lasting about five hours](#)) will be provided by the center.

You may provide insect repellent for your child. Please clearly label the container with your child's name.

You provide your permission when you sign the Orientation Checklist (Appendix Q).

[From the EPA.GOV website concerning Deet: We continue to believe that the normal use of DEET does not present a health concern to the general population, including children.](#)

Children under 6 months of age will NOT receive insect repellent.

TICKS

Ticks are a part of nature and until there is a hard frost, ticks are occasionally found on our property. The most common tick is the Wood Tick, which is large enough to be easily spotted: it may resemble a small spider at first glance (although ticks have six legs, not eight). Wood Ticks do not carry Lyme Disease. Ticks thrive in damp, humid places and generally cannot withstand extremely dry conditions.

If you find a tick attached to your skin, there's no need to panic—the key is to remove the tick as soon as possible. There are several tick removal devices on the market, but a plain set of fine-tipped tweezers work very well.

How to remove a tick: Instructions from the CDC

1. Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible.
2. Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal.
3. After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol or soap and water.
4. Never crush a tick with your fingers. Dispose of a live tick by putting it in alcohol, placing it in a sealed bag/container, wrapping it tightly in tape, or flushing it down the toilet.

Follow-up

If you develop a rash or fever within several weeks of removing a tick, see your doctor. Be sure to tell the doctor about your recent tick bite, when the bite occurred, and where you most likely acquired the tick.