

Health and Safety

Administering Medication at School

Medication will be administered by Center staff under the following conditions:

Prescription Medication

1. At least one dose of prescription medicine has been given to the child at home. Prescription medication may only be administered according to a licensed health practitioner's written instructions or the instructions on the label of the medication.
2. The Medication Authorization Form must be signed by a parent or guardian. Authorization must include:
 - a. Child's name
 - b. Parent or guardian's signature and date if was signed.
 - c. Identity of the medication and dosage to be given.
 - d. Dates on which the medication is to be administered, and
 - e. Time of day medication is to be given and/or the conditions for which it is to be administered.
3. Prescription medication must be in the original container and labeled by the pharmacy or physician with:
 - a. Child's name
 - b. Identity of the medication and dosage to be given,
 - c. Dates on which the medication is to be administered, and
 - d. Time to administer the medication or the conditions for which the medication is to be administered.
 - e. An expiration date that indicates that the medication is still usable.

Non-Prescription Medication

1. The Medication Authorization Form must be signed by the parent or guardian. It must include:
 - a. Child's name
 - b. Parent or guardian's signature and dosage for the child,
 - c. Dates on which the medication is to be administered, and
 - d. Time to administer the medication and/or conditions for which the medication is to be administered.
2. All non-prescription medication must be in the original container and labeled by the pharmacy or physician.
3. Except for topical medications, only one dose per day of non-prescription medication may be administered unless a licensed health practitioner approves the administration. If more than one dose per day is needed, written or oral approval from a health practitioner is required.
4. Topical medication will be administered as needed per parent instructions.

The amount, date and time of administration and who gave the medication to the child in the Center will be recorded in the child's file.

The Center shall store all medication safely and properly, labeled with the child's name, the drug dosage, and expiration date and shall discard medication or return it to the child's parent upon the expiration date and when it no longer is to be administered.

Parents are to give medication to a staff member. Medication may not be left in a child's cubby or within any child's reach, including while riding on the school bus.

Exclusion from Daily Activities

All children play outside each day except in extreme weather. Please refrain from sending a child to the Center when he or she is not healthy enough to participate in the full range of activities. On occasion, an exception may be made. Parents should request special permission from the site director so that supervision can be arranged.

Illness and Injury

Please contact the Center when your child is sick and/or injured. If your child is ill with a communicable disease, please notify us so that we can relay the information to other parents. If a child becomes ill at the Center, the parents will be called and expected to pick up the child immediately if the site director or teacher so advises. It is the parent's responsibility to arrange a back-up system in the event that he or she cannot leave work to pick up a sick or injured child. We will contact the people on the emergency card if parents are not available.

Head Lice

WCC, like most schools, has occasional problems with head lice. In order to prevent spreading lice, we do periodic checks throughout the year. Children with head lice need to be picked up immediately and treated with a special lice shampoo, such as NIX. Before returning to the classroom the child must be checked by the site director to be sure that no lice or nits remain. It is essential that we maintain a NO NITS policy.

Illness Policies

The following are the Center's policies for some common childhood illnesses:

Disease	Symptoms	Policy
Chicken Pox	Sudden onset of slight fever Skin rash (small pimples/blisters, usually on covered areas of body)	Child must stay home for 6 days from appearance of pox and until all pox are crusted.
Common Cold	Irritated throat Discharge from nose & eyes Chills & general discomfort	It is recommended that children stay home for their own comfort and to minimize contagion.
Streptococcal (Strep Throat)	Fever Sore throat Often difficulty swallowing Often vomiting Swollen glands	Child must stay home for 24 hours after treatment begins.
Conjunctivitis (Pink Eye)	Red eyes Discharge from eyes	The child must stay home for 1 day after physician's treatment.
Body Lice Cough Diphtheria Hepatitis Impetigo Meningitis Ringworm Scabies Tuberculosis Whooping cough		The child must stay home and will be re-admitted only after medical treatment is provided and the Center has received written notification from the physician stating that the child is able to return to the center.

In addition to the illnesses listed, your child should stay home (or will be sent home) if he or she has any of the following symptoms:

Fever of 100 degrees or higher (taken under the arm)
Thick nasal discharge
Discharging from eyes or ears
Vomiting
Diarrhea
Rash

Children cannot return to the Center until they have been symptom free for 24 hours.

