

	Policy Title: Health, Safety and Wellness Policy		
	Originated: October 2005	Review Date: November 28, 2018	Approval Date: January 16, 2019
	Approved by: Board of Directors	Last Revision: January 30, 2017	Application: All employees, students, visitors, volunteers and children

Purpose

The purpose of the *Health, Safety and Wellness Policy* is to ensure children enrolled at Dandy Lion Daycare Centre (“the Centre”), employees, students, volunteers and visitors are safeguarded against diseases and infections.

Policy Statement

The Centre aims to provide a sanitary environment that is safe for all children to participate in on a daily basis. In an effort to sustain this environment, employees of the Centre execute daily routines and observations of all the children in order to deduce possible symptoms of ill health.

Policy Application

This policy applies to enrolled children and their families in any of the Centre’s programs, Centre employees, volunteers, students and visitors. All Centre employees will review this policy annually or as required.

For the purpose of this policy, the Supervisor is responsible for specific procedural and reporting activities. In the absence of the Supervisor, the Assistant Supervisor assumes the role of responsibility in all procedural and reporting procedures.

Section 1: Administrative Health Policies and Procedures

The *Health and Wellness Policy* has been developed to specifically deal with infection prevention and control (IPAC) measures, management and reporting of communicable diseases and exclusion of ill children and employees and outbreak management.

Infection Prevention and Control (IPAC) Measures

When implementing IPAC measures, Centre employees shall conduct a risk assessment for all activities within their respective programs. Prior to the provision of activities and care, Centre employees will assess the risk of the following:

- Contamination of skin or clothing
- Exposure to blood, bodily fluids, secretions, excretions and body tissues
- Exposure to non-intact skin
- Exposure to mucous membranes
- Exposure to contaminated surfaces and/or equipment
- Signs and symptoms of infection

Respiratory Etiquette

Centre employees will reinforce with all children practices that will assist in the prevention of the spreading of microorganisms. These practices include:

- Not coming to work at the Centre when acutely ill with a respiratory infection and/or fever
- Reminding parents/guardians to keep children home if acutely ill with a respiratory infection
- When coughing or sneezing, turning the head away from others (i.e., sneezing into one's sleeve and covering a cough)
- Covering the nose and mouth with a facial tissue
- Immediate disposal of facial tissues into waste bin after each use
- Whenever possible, maintaining a 2-metre separation from others
- Practicing frequent hand hygiene

Hand Hygiene

Effective hand hygiene aids in the reduction of transmission of communicable diseases. Each designated hand washing sink in the Centre will always have paper towels, liquid soap, and hot and cold running water available. Centre employees will maintain hand hygiene by washing hands:

- Upon arrival and/or entry into a program
- Prior to initial contact with the children and/or handling of items within the program
- Before and after glove use
- After all toileting routines
- Prior to preparation, handling and/or serving of food or giving medication
- After treatment/care involving blood and/or bodily fluids, of children, Centre employees or other individuals
- After arriving indoors from outdoor play
- Before and after the handling of a pet
- After handling of garbage, recycling and compost
- Whenever in doubt

In an effort to aid in effective hand hygiene, alcohol-based hand rubs (ABHR) will be available in all programs, the kitchen and office. Hand sanitation with ABHR containing 70% - 90% alcohol is Toronto Public Health's ("TPH's") preferred method when hands are not visibly soiled. When hands are visibly soiled, washing with warm water and soap will be practiced each time.

Parents/guardians must complete a consent form for each child upon enrolment granting permission for use of ABHR in the Centre.

In addition to role modeling proper hand hygiene, employees of the Centre will educate enrolled children proper hand hygiene techniques and will assist children to wash hand thoroughly:

- After arriving indoors from outdoor play
- After use of bathroom facilities

- Before eating any meals served at the Centre
- Before and after handling any pets
- After sneezing or coughing into hands
- Before and after communal sensory play activities
- Whenever in doubt

In classrooms where there is no handwashing sink, children must use designated sinks within the Centre and apply hand sanitizer upon reentry into their program, as required.

Glove Use

Centre employees will wear gloves when it is anticipated that there will be contact with broken skin, tissue, blood, body fluids, mucous membranes, secretions, excretions or contaminated equipment and surfaces.

Glove use is task-specific and single-use only. Gloves must be clean and dry prior to use and should be worn for a short time to avoid hand irritation. Employees must ensure hands are washed prior to and after each use. Gloves are to be discarded immediately after each use.

It is imperative to remember that glove use **does not** substitute proper hand washing techniques.

Diapering Routines

Diapering and toileting can pose a risk of communicable diseases transmission. As such, the following elements are in place in order to prevent the spread of diseases when diapering:

- Diapering area will be separate from any and all food preparation areas
- A diaper changing area with a diaper change table and mat
- Children's personal hygiene items (i.e., diapers, ointment, etc.) are stored and labeled
- Hand sink with liquid hand soap
- Single-use gloves
- Separate diapers and ointments/creams for each child (labeled accordingly)
- A disinfectant (bleach solution)
- Garbage disposal unit

All employees will execute diapering routines with care and detail as outlined on the posted TPH *Diaper Routine*, *Toilet Routine* and *Glove Routine* information sheets.

Toileting Routines

As a child transitions from diapers to toilet training, employees will engage in best practices as noted in TPH's *Diapering Routines* information sheet. This includes use of gloves, assisting the child onto the toilet if necessary, disinfecting the toilet if required and recording loose bowel movements for identifying illness and/or possible outbreak.

Environmental Cleaning and Disinfecting

As per the Centre's *Cleaning and Sanitary Practices Policy* and in combination with TPH's requirements, employees will follow cleaning and sanitation schedules as outlined therein on a daily, weekly and monthly basis in order to eliminate the spread of infestations and germs. Some examples of cleaning and sanitation routines include:

- Laundering dramatic play area clothing and/or other area items as needed (immediately if soiled)
- Disinfecting tables before and after each use
- Using disposable gloves for children's toileting routines, cleaning of blood and body fluids
- Frequent hand washing of all employees, students and volunteers (i.e., before and after serving food, handling of blood or body fluids, bathroom routines, disposal of garbage, etc.)
- Washing toys and equipment on a rotational basis (immediately if soiled)
- Steam cleaning of all carpets on a quarterly basis by Centre employees and annually by Toronto District Board of Education (TDSB) caretaking staff
- Use of disinfectant that has a broad spectrum of antimicrobial effectiveness
- Daily sweeping of the floors (especially after meal times)
- Cleaning and sanitizing all counter tops and food preparation areas
- Dusting and wiping of all shelves and window sills
- Washing of walls in children's bathrooms, kitchen and classrooms
- Cleaning and sanitizing of sinks, faucets and water taps in the kitchen and classrooms

Disinfectants

The Centre uses bleach as its primary source for disinfecting. Centre employees make a fresh solution of warm water and bleach on a daily basis for each program and the kitchen. A straight stream nozzle is used to apply the bleach solution for surface cleaning. A minimum of two minutes is required for contact time to allow for air-drying. This is also the process followed for all blood and/or body fluid spills.

This bleach solution is comprised of 5mL of bleach to every 495 ml of warm water for surface cleaning and 50 mL of bleach to 450 mL of warm water for all blood/body fluid spills. This solution is used daily for disinfecting items such as toys, diaper change tables, tables and chairs, cots, etc. and other surfaces.

Information regarding the bleach used is available in each of the Centre's offices, with the *Safety Data Sheets (SDS)* binders.

Disinfectant Wipes

For items that cannot be soaked, the Centre employees will use disinfecting wipes. When purchasing and eventually using disinfectant wipes, the following will be elements will be in place:

- Wipes will have an active ingredient with an appropriate hospital-grade disinfectant
- Wipes will always be kept wet and discarded immediately if they become dry
- I Safety Data Sheets (SDS) will be available and Centre employees will follow MSDS guidelines for usage

Laundry

The Centre is required to follow general requirements as outlined by TPH for laundering to reduce the transmission of communicable diseases.

Centre employees collect and transport items for laundering in a designated laundry basket. Upon completion of washing and drying of soiled items, clean laundry will be transported in a different laundry basket to avoid contact with possible microorganisms.

In addition, Centre employees must:

- Ensure bedding, sheets and blankets are assigned to each child and laundered weekly or immediately if soiled
- Send home soiled clothes for cleaning in a sealed plastic bag
- Dispose stools prior to bagging soiled clothing
- Perform established hand hygiene routines after handling soiled items

Sleep Equipment

Cots are available in the Centre's preschool program for daily sleeping periods and mats are available to school aged children for rest periods on non-instructional days.

All cots and mats are stored within respective program and Centre employees ensure the sleeping equipment is sanitary at all times. This is maintained by ensuring the following steps:

- Sleep equipment is labelled and assigned to a single child
- Sleep equipment is disinfected on a weekly basis and immediately if soiled
- Bedding (sheet for cot or mat) is provided for each child by the Centre
- Bedding is washed weekly and immediately if soiled
- Blankets and pillows are provided to the Centre by the individual child's family and laundered at the Centre on a weekly basis or immediately if soiled

Toys and Sensory Play

Age-appropriate and developmentally appropriate toys are essential to each of the Centre's programs. Toys are also a vehicle for the spread of disease-causing microorganisms. Children will be directed to practice hand hygiene routines before and after playing with toys. Each program will have access to a hand sink and/or ABHR.

All toys will be inspected regularly for broken parts, cracks and damage on a regular basis. Broken toys and/or equipment will be removed from the play area immediately to avoid any injury to a child or employee.

Soiled toys/equipment will be cleaned and disinfected prior to disinfection in Centre's dishwasher. Whenever possible, toys/equipment will be air-dried before being placed back in each program. Cleaning and disinfecting schedules will be posted in all programs detailing frequency. Preschool

programs will disinfect all toys weekly or as required while the kindergarten and school age programs will disinfect toys monthly or as required. Storage containers and tubs for toys will also be emptied, cleaned and disinfected as required.

Bins and tubs used for sensory play (i.e., sand play, water play, etc.) will be selected based on their ease of cleaning, disinfecting and transporting. Each tub/bin used for sensory play, as well as sensory play equipment will be cleaned and disinfected after ease use regardless of sensory item used. Sensory products used in bins and tubs such as play dough, dye-coloured water, cooked pasta, spices, etc., will be one-time used items in each program and will be discarded after each use.

Any items (i.e., sensory equipment, toys, etc.) stored in bins will also be monitored for pest activity.

Shared electronic games and computers shall be cleaned and disinfected between users.

The cleaning schedule will also include any playhouses/climbers used for indoor or outdoor play. As this type of equipment has a high-touch surface, it will be disinfected after each use.

Due to the high moisture content, homemade playdough is more likely than manufactured playdough to harbor and allow growth of microorganisms. Therefore, homemade playdough will only be permitted to be used once and must be discarded after use. Unused playdough can be refrigerated for later use up to one week. Manufactured playdough must be used on recommendations from the manufacturer.

Gardening

Gardening provides children of all ages the opportunity to learn about plants and develop an appreciation for nature while observing the cycle of plant life.

Soil quality will always be considered when planning a garden or working within the onsite school garden. Biological, chemical and physical hazards cause a potential risk to children as these hazards can be inhaled and ingested, especially by young children as they frequent hand-to-mouth contact.

When engaging in gardening activities, the Centre employees will:

- Build a raised bed garden (for new garden projects)
- Will opt for planters or pots if garden beds are not available
- Protect soil from animals (i.e., wire mesh, fencing)
- Use clean soil and/organic compost
- Will wash hands after gardening and will direct children to do the same
- Wash produce and thoroughly and peel root vegetables before consumption
- Discard stagnant water to prevent mosquito breeding sites

Pets

Animals are capable of spreading infections to humans from simple handling or touching. Current legislation and TPH allow the Centre to have pets, including fish, within the programs but the Centre must adhere to the following:

- Ensure pets or animals entering the Centre have up to date immunizations and are disease-free
- Make pet purchases from a reputable pet dealer
- Pet dogs and cats must wear proper collars at all times with a license tag (choke chains are not permitted)
- Cages must be placed in well-ventilated areas, cleaned on a regular basis using a damp cloth followed by thorough disinfection
- Never have reptiles and amphibians as pets as they sometimes carry salmonella that is easily spreadable to humans if not handled properly
- Avoid having cats as pets – probability of contact with a toxoplasmosis agent is high and not safe for pregnant women to handle the cat or cat litter
- Avoid having wild animals as pets as they cannot be vaccinated against rabies
- Discourage children from kissing pets
- Prohibit birds or animals from entering food preparation areas except for guide dogs
- Allow cats and dogs that are trained, in good health and fully immunized only
- House pets must be contained within barriers (cages, tanks, etc.,) that protect children at all times
- Prohibit children from feeding animals
- Have a designated Centre employee responsible for feeding and cleaning of the pet habitat within the program
- All animal bites must be reportedly immediately to TPH

TPH **prohibits** the following animals as pets and not recommended for Centre-based activities such as visits to the Centre:

- Exotic animals (i.e., hedgehogs, monkeys)
- Wild/stray animals (i.e., bats, raccoons, stray dogs or cats, squirrels)
- Inherently dangerous animals (i.e., lions, cougars, bears)
- Venomous or toxin-producing animals (i.e., spiders, reptiles, amphibians and insects)
- Ill animals or animals under medical treatment
- Young animals (i.e., puppies and kittens less than 1 year old)
- Birthing or pregnant animals
- Animals from shelters or pounds unless they have been in a stable home for at least 6 months
- Aggressive animals
- Animals in estrus (i.e., animals in heat)
- Rabies reservoir species (i.e., bats, skunks, raccoons, foxes)

In addition, the following list of animals is prohibited to visit the Centre for programs with children up to 5 years of age (i.e., travelling animal show) and as a pet:

- Reptiles (i.e., turtles, snakes and lizards)
- Amphibians (i.e., toads, newts, salamanders and frogs)
- Live poultry (i.e., ducklings, goslings and chicks)
- Ferrets
- Farm animals (i.e., calves, goats and sheep)

Travelling animal shows booked for any of the Centre's school age programs (grades 1 – 6) are permitted and must not be near the vicinity of any of the Centre's non-school age programs. The following information will be available for any bookings of travelling animal shows:

- Date of visit to the Centre
- Name of animal owner/ organization
- Owner's/organization's contact information
- Animal(s) name and species
- Proof of animal health documentation
- Description of the group of children/room(s) visited
- Any additional guests in attendance (i.e., volunteers, parents)

Pest Control

Pest control services are contracted by the Toronto District School Board for the Centre. Regular inspections are conducted to ensure the Centre remains pest-free. In addition, Centre employees and Management will:

- Inspect the exterior structure of the building to identify repairs/replacement of window screens, cracks, holes and other entryways
- Address structural issues and pest activity with head caretaker of the school and/or necessary authorities
- Ensure clutter and accumulation is maintained and reduced throughout the Centre and outside to eliminate rodent/vermin harborage
- Ensure all food and sensory play materials are labelled in plastic food containers with tight fitting lids at all times
- Monitor for pest activity such as live or dead rodents/vermin and/or their feces
- Contact pest control operator regarding pest activity (as contracted by the TDSB)
- Keep copies of pest control services rendered in the Centre

Occupational Health and Safety

The Ministry of Labour oversees and enforces all matters pertaining to occupational health and safety in the workplace in Ontario. Infection Control Practitioners review all requirements and provide consultation on IPAC issues and as a result, occasionally audit health care facilities.

Childcare centres are not defined as a health care facility under the *Health Care and Residential Facilities Regulation*, but the Ministry of Labour (MOL) has set precedent by applying this regulation to all workplaces where IPAC is a component of that particular work setting.

Additionally, the *Health Protection and Promotion Act (HPPA)*, as well as the sections of the Ontario Public Health Standards require local public health units to investigate and alert the MOL with respect to occupational health hazards (HPPA, R.S.O. 1990, c. H.7, s.11 [1]).

In order to be in compliance with provincial occupational health and safety regulations, activities in the Centre may require employees to use personal protective equipment (PPE). An example is use of PPE when handling bleach for disinfecting purposes and when storing chemicals out of reach of all children.

When using PPE, rubber gloves must be used for cleaning and disinfection and medical gloves for all diaper changes.

Caretaking Services (Toronto District School Board)

Toronto District School Board (TDSB) caretakers are responsible for a variety of daily duties in the Centre. Each day after the Centre closes caretakers will perform the following:

- Sweep and mop the floors of all classrooms, hallways, kitchen, office and bathrooms
- Sweep and mop the staircases
- Collect and remove all garbage from the classrooms, bathrooms and kitchen
- Vacuum all classroom carpets and floors
- Wash all sinks and toilets in child and adult bathrooms
- Others cleaning duties as directed by TDSB

Section 2: Outbreak Management

TPH defines an outbreak of illness(es) when the Centre experiences a higher number of ill children and/or employees or increased absences due to illness than normally expected for a program, age group or time period (i.e. winter season). In particular, outbreaks of gastrointestinal illness caused by viruses such as rotaviruses or noroviruses or bacteria and other pathogens must be reported to TPH.

An outbreak of gastroenteritis is defined as two or more people (children or employees) with the same symptoms in the same program within a 48-hour period. In such instances, the Centre must report the suspected outbreak to TPH and required to:

- Isolate all ill children (whenever possible) until they can be taken home and send ill employees home
- Notify parents/guardians to pick-up ill children as soon as possible
- Notify Wilkinson Junior Public School of the outbreak

- Start a line list – TPH describes this as a record of children’s names, employee’s names, date of birth, gender, all symptoms, the date and time children and employees became ill and their program name and type (i.e., Dandycubs – Preschool, etc.)
- Contact TPH to report the outbreak and follow all directions as given by the *Communicable Diseases Surveillance Unit* of TPH
- Obtain permission from parents and guardians to submit specimen samples to the TPH Laboratory
- Contact employees and the parents/guardians of children that are at home ill from before the outbreak was declared, to inform them of the outbreak and to identify if they are additional cases (e.g., do they have similar signs and symptoms of those currently ill?) If so, add their information to the line list.
- Fax or email a copy of the line list to the Centre’s TPH regional office daily as directed
- Request and submit specimen samples to the TPH Laboratory should an employee’s absence, volunteer’s absence and/or student’s absence be linked to an outbreak and will be included in the line list

Additional Control Measures

In the event of an outbreak, the additional control measures will be in place:

- Review and reinforcement of hand hygiene practices, while providing all programs with adequate supplies
- Increased frequency and contact time of bleach solution for all cleaning and disinfecting of common areas, high touch surfaces and toys and equipment
- Adjustment of the concentration of the disinfectant that is approved for Centre use
- Suspension of communal activities such as sensory play or baking activities
- Reinforcement with employees, children and visitors the importance of hand hygiene
- New admissions will be made aware of the outbreak and permitted to begin as directed
- Visits from outside groups (i.e., entertainment, enhancement programs, Centre tours, etc.) will be suspended until outbreak has been declared over by TPH
- Movement of children from one program to another will be limited as much as possible
- Use of PPE where required as per TPH guidelines (i.e., diapering, spills, etc.)
- Toilet and diaper routines will be reviewed, including proper glove use
- Ensure change table is disinfected thoroughly as per TPH guidelines

Section 3: Children’s Health

Upon confirmation of enrolment to the Centre, parents/guardians must complete a *Registration Package* with details about their child’s general health, allergies, dietary needs and any other medical conditions. A copy of the child’s recent immunization record must accompany the completed *Registration Package* prior to the child’s first day.

The immune systems of growing, young children are more prone to infections and diseases. The Centre expects parents/guardians to communicate any symptoms or changes to their child’s health with the employees of the child’s program upon arrival. These may include but not limited to fever,

diarrhea, vomiting, discharge from eyes, rashes, difficulty with breathing, unexplained or undiagnosed pain, abdominal cramping, nausea, known or suspected communicable disease, etc. All parents/guardians are expected to contact the Supervisor if their child has been exposed to someone who has an infectious disease.

Should a child become ill during the day, employees may consult with the Supervisor as to the steps to be taken. If it is deemed that the child is ill, the parent/guardian will be contacted and asked to pick up their child as soon as possible.

Children with symptoms of a communicable illness, as detailed below, **will not** be admitted to the Centre.

A child should remain at home when their temperature is high (over 39 C/102 F), if they have acute symptoms of a cold, diarrhea, vomiting or drainage from the eyes. It is the responsibility of the program employees to assess all children as they arrive each day to determine if they are healthy enough to remain at the Centre. If it is determined that the child should not remain at the Centre, they must inform the parent/guardian immediately that the child needs to be taken home.

Children sent home from the Centre can return after the child has been:

- Fever-free for a minimum of **24 hours**
- Symptom-free of diarrhea and/or vomiting for **24 hours**
- Treated for conjunctivitis (pink eye) **24 hours** after appropriate antibiotic medication has started
- Treated for impetigo **24 hours** after medication has been given with all lesions on exposed skin well covered
- Excluded and treated with appropriate medication for ringworm
- Excluded for **24 hours** after first round of treatment has been given for scabies
- Excluded for 24 hours for scarlet fever after appropriate medication has started and the child is able to participate fully in all activities
- Symptom-free for **24 hours** for Norwalk (norovirus) or symptom-free for **48 hours** during an outbreak
- Home for **4 days** after beginning of rash due to measles (also referred to as rubeola or red measles) **and** when the child is able to fully participate in program
- Home for **5 days** after the onset of parotid gland swelling due to mumps (rubulavirus)
- Receiving appropriate antibiotics for **5 days** in the case of pertussis (whooping cough). If untreated, the child can return after **21 days after onset of cough.**
- Home for **4 days** after the onset of rash for rubella (German measles)
- Excluded for 2 weeks after onset of symptoms of Hepatitis A or 1 week after the onset of jaundice

Communicable Diseases

If a child has been diagnosed with a communicable disease, his/her parents/guardians must notify the Centre immediately. The child will not be permitted to return to the Centre until the exclusion period is completed as per TPH's guidelines. The Centre expects parents/guardians to follow the

guidelines as outlined by TPH when unsure about the child's return to the Centre. Copies of TPH's guidelines are available from the Centre upon request, can be obtained by visiting the TPH website or by contact TPH directly at 416.338.7600

No child shall be admitted to the Centre who displays symptoms of any communicable disease. If the child displays symptoms of a communicable disease during the day, they will be isolated where possible. The child will not be readmitted until they are no longer contagious. The Supervisor may request a doctor's note to accompany the return of the child to ensure the child is in good health and poses no threat of spreading illness to others.

If an employee, volunteer and/or student have been diagnosed with a communicable disease, he/she must also notify the Centre immediately. He/she will not be permitted to return to the Centre until the exclusion period is completed as per TPH's guidelines.

In the event that a child or employee has been diagnosed with a communicable disease, all the families of Centre will be notified. The Supervisor is required to contact TPH and provide required documentation for each communicable disease reported.

For a complete list of communicable diseases, please speak with a Centre employee or visit the following TPH [website](#) for more information:

Immunization

As per current provincial legislation, childcare centres are required to collect children's immunization information prior to enrolment. Children attending childcare in Ontario should receive vaccines according to the [Ontario Publicly Funded Immunization Schedule](#).

Immunization Exemptions

Parents/guardians choosing to not vaccinate their children must complete an exemption form (as required by provincial legislation) that will be kept in the child's file while enrolled at the Centre. Employees that are not vaccinated must also complete an exemption form that will be kept in their personnel file while employed at the Centre.

In the event of an outbreak or case of a vaccine preventable disease at the Centre (i.e., measles), all children and employees who are not immunized will be excluded from the Centre to minimize the risk of spreading the disease.

Injury

Despite efforts of all employees throughout the daily routines, children may on occasion be injured. In the unlikely event that an injury occurs, employees of the Centre who witness and/or respond first to an injured child are required to complete an *Indoor Injury Report Form* or a *Playground Injury Report Form* (depending on place of occurrence).

The completed *Indoor Injury Report Form* or *Playground Injury Report Form* is given to the child's parent/guardian upon pick-up for review. Parents/guardians are expected to read, date and sign the form at time of pick-up. The completed *Indoor Injury Report Form* or completed *Playground Injury Report Form* includes the following information:

- Child's name and date of birth
- Date, time, cause, outcome, site of injury and place of occurrence
- Treatment administered on-site and if required outcome of visit to hospital or medical practitioner
- Brief description of how injury occurred, seriousness of injury and possible preventative measures to avoid similar injuries

Lice

The Centre has a **zero-tolerance** policy for lice or nits. If a child has lice/nits, the child's parents/guardians will be contacted to pick up their child as soon as possible. The Supervisor of the Centre is granted the authority to refuse admission of a child or children to the Centre until all lice/nits have been removed. In the event that the parent/guardian does not remove the child at the request of the Supervisor, he/she is granted authority to hire a childcare provider (supply staff) in order to isolate the child from the program. The parents/guardians will be presented with an invoice for the additional staffing costs.

Once a child has been identified as having lice/nits:

- The Supervisor will be informed immediately; another employee will perform a secondary head check to confirm findings.
- The Supervisor will alert the school office that the Centre has confirmed cases of lice
- The Supervisor or program employee will phone the parents/guardians to inform them of the discovery of lice/nits. Parents/guardians will be asked to pick up their child immediately. Parents/guardians will be informed that their child can return to the Centre once an effective treatment has been performed and the child is **free of all nits/lice**.
- Employees of each program will be responsible to conduct head checks on all the children in the program

Upon return to the Centre, the affected child will have another head check performed by the program employees. Parents/guardians **are required** to stay while the head check is performed. Should there be any evidence of lice/nits remaining in the hair the child will be required to leave the Centre immediately.

Frequent head checks will be performed until the Centre is free of lice/nits for more than seven days. IPAC measures will be reinforced by Centre employees by temporarily removing linens such as couch covers, pillows, clothing in dramatic play area, etc. from the program, increased cleaning and disinfecting, etc.

Information regarding signs of lice, treatment solutions, prevention, etc. is available online at www.toronto.ca/health or upon request at the Centre.

Record of Ill Health

Children enrolled within the Centre will have a *Record of Ill Health* form available within their classroom. The program employees will complete this form if a child becomes ill while in attendance at the Centre. Information recorded on this form includes:

- Child's name
- Date of illness
- Symptoms of the ill child (i.e., fever, cramping, vomiting, rash, etc.)
- Temperature reading (if applicable)
- Action taken by the employee (phoned parents/guardians/emergency services, applied ice, etc.)
- Other details as it pertains to ill child
- Employee's initials

Tuberculosis

Tuberculosis (TB) is an infectious disease caused by TB germs. TB usually attacks the lungs and can affect other parts of the body. It can cause serious illness but is a preventable, treatable and curable with special antibiotics.

Transmission is spread from person to person through the air. It is spread when an individual with TB coughs or sneezes germs into the air. Although not highly contagious, prolonged or regular contact with someone with TB disease is needed to spread the disease.

TPH requires all employees, students and volunteers provide documentation of TB testing prior to commencement of employment, student placement or volunteer work. If the TB status is unknown or if there has been a negative result in the past, a single TB skin test is highly recommended within 6 months of commencement of employment, student placement or volunteer work. Routine TB testing is not recommended for children.

Any employee, student or volunteer with a previously documented positive skin test should complete a medical examination and chest x-ray. The attending medical practitioner should provide documentation that the individual is now free of the TB disease.