

## KINDER-MAGIC LLC

218 Miller Coeur d'Alene, ID 83814

### HEALTH & SAFETY POLICIES & PROCEDURES MANUAL

Fire & Police: 911

Local Police Dept: 769-2320

Poison Control: 800/860-0620 Public Health Department: 667-3481

Kootenai Medical Center 700 Ironwood Drive Coeur d'Alene, ID 83814 208-625-4000

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 could include a fire, flood, tornado, earthquake, hurricane, blizzard, power failure, or other disaster. Transportation to our safe alternative facility, Safeway, will be by foot. Communication with parents will be conducted by classroom teachers or the facility director.

### School Closure

**\*Snow Days:** We follow the Coeur d'Alene School District Policy for hazardous travel. If they are closed, so are we. **Please feel free to communicate with staff via phone calls, emails & watch 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 AND LOCKDOWN PROCEDURES:

In the event of an emergency that requires evacuation of the building, such as a fire, follow these steps:

1. **Activate the fire alarm** located in the center hallway ceiling between restrooms.
2. Director or Teacher will **call 911**.
3. Staff will **count the children** in each group being evacuated using the daily sign-in sheet to ensure that all children are present.
4. **Evacuate the building** using the nearest safety exit (evacuation routes are posted in each room). **If necessary, transport children by foot to *Alternative Area***
  - a.) WALK the children out of the building in a calm and orderly fashion.
  - b.) Check closets, bathrooms, or any other area where children may hide
  - c.) Children will be evacuated to their respective areas. Children will be counted again when they reach the evacuation destination.

In the event of an emergency that occurs outside the building, such as any unforeseen danger that has the potential of harming people within our building, a lockdown will be activated.

1. All children will be gathered inside classrooms away from windows and counted using the daily sign-in sheet.
2. Director or teacher will call 911.
3. All outside doors will be deadbolt locked. Inside doors will be shut and locked.
4. Blinds will be lowered and closed.
5. Parents will be notified as soon as teachers are able to safely do so.

#### **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.
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 should be reported to the parent at the time of the incident.
5. All injuries should be discussed with the Director 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, Adhesive tape

Band-Aids (large & small), Sterile gauze 2x2 pads, Disposable latex gloves, Ice packs Roller bandage (1" and 2" widths), Thermometer, Small scissors

Sterile gauze bandages (sizes 2" and 3")

#### **HEALTH RECORDS:**

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

1. Name and phone number of the child's physician
2. Known allergies (which are posted in the classroom and all eating areas,)
3. Consent for emergency care

4. Emergency contact person
5. Authorized persons to take the child out of the school facility.

**\*\*Emergency information consent forms are also kept in the transport vehicle for use in field trips and when transporting children**

#### **ALLERGIES:**

1) Food allergy statements kept in the child's file. Each child's allergies, reactions to the allergies and the treatment to the reaction is well documented and **posted in the classroom and the eating areas.**

#### **IMMUNIZATIONS:**

1. Records of immunizations are required in each child's file.
2. A child will be accepted into the school without 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.
3. It is the parent's responsibility to provide copies of the child's updated immunization records before the start of school.

#### **CARE OF ILL CHILDREN:**

Children who become ill, with a fever of over 100°, symptoms of communicable disease or any symptoms as listed in the Exclusion policy, will be isolated from the other children in a sick care room or 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.

**If the teaching staff or School Directors have concerns about a child's ability to safely return to school, 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 child care. If antibiotics are ordered, **a full 24 hours of treatment is needed before a child can return to school.** If the child needs medication at any time, we ask that the parent fill out and sign the "Medication Administration Form" available upon request.

#### **MEDICATION MANAGEMENT POLICY:**

Written parent permission is required (Medication Administration Form). We may, on occasion, if necessary accept verbal permission in case of emergencies for a staff member to give ANY (prescription or over the counter) medicine to a child.

#### **PROCEDURE FOR EXCLUDING ILL CHILDREN:**

Children will not be permitted to remain in or be admitted to school with any of the following symptoms. Please disclose to a staff member if your child is showing any contagious symptoms including any of the following:

1. Vomiting on two or more occasions within the past 24 hour period
2. Fever of 100° or higher
3. Diarrhea: three 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 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, arms or feet) such as Cocksackie's or Molluscum.
10. Lice or scabies \*\*\*Note: we have a NO NIT policy

\*\*\*Please call the school, or contact your child's teacher via text or cell phone if your child will be absent due to illness.

#### **BUILDING ENTRANCE AND KEY CODE**

For the safety of our children, families and staff, the front door has been equipped with a key code lock. The front door will remain locked during business hours and is only accessible with the key code, given to parents at the start of each school year. This code is NOT to be given out to anyone who is not a parent/guardian to a child enrolled in our school. Any non-parent/guardian who is picking up a child must be let in at front door after knocking, by a present staff member. **Parents must inform staff verbally, in written form, or by phone, if anyone other than themselves will be picking up their child.**