

Runnymede Adventure Club's Health and Safety Policies and Procedures From the RAC Parent/Family Handbook

Current to 2024-01-15

Health Records

All children's medical forms must be completed prior to enrollment and updated as needed. This is a requirement of the Childcare and Early Years Act (CCEYA) and Toronto Public Health. Failure to have current medical records on file for your child may prevent your child from attending the program.

Staff are required to keep information about your child confidential. However, if your child has food allergies, asthma or other medical conditions that are triggered by environmental or food ingredients, it must be put in writing on the *Emergency Contact Form*. RAC Allergy Lists or Individual Support Plans are posted in each childcare room and in the kitchen, so that all staff are aware of the potential hazards to your child. These lists are updated as changes are made.

Allergy Policy

RAC Educators are particularly mindful of the potentially life-threatening allergies to nuts, nut products, or any other allergen that can cause anaphylaxis to the children that attend RAC. We strive to ensure that all foods served at the Centre are nut free and also eliminate foods that say "may contain nuts/peanuts", etc. RAC expects all parents, children and staff to carry out this policy at all times. Our banned foods may change as the children entering our Centre change. Any banned food brought into the Centre will be held until pick up time, with a reminder not to bring this allergen into RAC.

The names of all children with identified allergies are posted on the Allergy list posted in each RAC Room.

RAC has incorporated into the annual Staff First Aid training, the education for staff to ensure that they are able to recognize allergic reactions, and how to administer an EpiPen.

Epi-Pen Policy

Any child with an Epi-pen must be identified before Admission into RAC. This information will be posted on Allergy Lists in all rooms (no exceptions). Consent for staff to use an EpiPen and any specific instructions from parents must be provided in writing to the Supervisor and will be shared with all staff/volunteers in the form of an Individual Anaphylaxis Plan. It is the parent's responsibility to update this information in writing as necessary.

Children's Health Policy

Each child in attendance at RAC is to be well enough to fully participate in the program. RAC Educators are responsible for observing children for signs of illness and are responsible for advising the parent/guardian if, during the course of the day, if the child's health is not up to par.

To help us maintain a healthy environment we require children with the following symptoms to remain home:

- Fever of 38C or higher
- Diarrhea
- Vomiting/stomach flu
- An acute cold/ nasal discharge/bad cough infectious period is the first 2-3 days of symptoms
- Undiagnosed rash
- Head Lice, until treatment has been given

- Other infectious illnesses (See Guidelines for Common Communicable Diseases)
- COVID-19 as per Toronto Public Health's Daily Screening Form

Children exhibiting any of the above symptoms will be removed from the group and their parents contacted for a pick up.

Every child in attendance should be well enough to fully participate in the program.

A child may not return to RAC until at least 24 hours (Tylenol, Advil, etc. free) have elapsed after the symptoms have subsided. RAC Staff will consult Toronto Public Health Guidelines for isolation requirements of any particular illness.

Procedure for Outbreaks of Infection

When 3-5 children and/or staff are sick from one room with the same symptoms, this may be considered an infectious outbreak and the Outbreak procedure will be followed. In the case of a communicable disease, Toronto Public Health is informed, and sometimes the Medical Officer of Health as well. Unless the Public Health officials give other instructions, the staff will follow RAC Outbreak procedure.

Medication Policy

For administration of all medications including inhalers, masks, etc., parents must fill out RAC's *Medication Authorization Form*, which outlines written instructions for application and/or provide a doctor's note. The Supervisor is designated to administer all medication. If she is not available, she will designate another staff person.

Please note that administration of any medication/medical apparatus is done by the staff on a voluntary basis. Neither RAC nor the parents can require the staff to give medication or treatments. No child will be permitted to administer their own medication without a RAC staff person present i.e. inhalers.

Only prescribed medication or medication accompanied by a doctor's note may be administered by RAC staff. Prescription medication will only be administered by a RAC Staff if:

- Medication is in its original container
- The label specifies:
 - The correct name of the child;
 - The dispensed date and date of expiry
 - The amount of each dose to be given; and
 - The number and time of day the dose(s) are to be given;
 - And if applicable, the symptoms staff are to observe prior to giving the medication.

Non-prescription medication such as Benadryl, Tylenol, etc. may only be given if accompanied by:

- A doctor's note, on a Prescription Form indicating;
 - The date written
 - The child's name
 - The name of the drug
 - The dosage and
 - The frequency of the medication disbursement (i.e. start and end dates)
 - And if applicable, the symptoms staff are to observe prior to giving the medication, i.e. rash, hives, etc.