

Notification

If a child has been diagnosed with a communicable disease, the exposed children shall be isolated and the parents shall be notified to make arrangements for pick up. A child may return to our program after they have been absent for period of time equal to the longest usual incubation period of the disease as specified by the Kenosha Department of Public Health without a note from a physician.

Written notification to participants in the program will be issued, stating that their child may have been exposed to a communicable disease. The names of the children however, will not be released.

Minor Injuries

Written permission from the parents to call the family physician or refer the child for medical care in case of emergency, will be on the child's enrollment form kept in the child's file.

The staff will administer basic first aid when necessary. This includes washing the wound with water and covering it with a bandage. Any injury above and beyond that will require Red Cross First Aid procedures or emergency medical intervention. All staff are trained in CPR and First Aid. Gloves are used and proper hand washing techniques will be followed.

Emergency Medical Care

The following procedure shall be used by staff in bringing the child to emergency medical care:

1. Make the child as comfortable as possible.
2. Director or Supervisor on site shall immediately call 911.
3. The child's parents or if they cannot be reached, an emergency contact shall be notified, with specific information regarding the injury and what hospital the child will be transported to.
4. The staff member shall take the child's file (including the written permission to seek medical attention, and accompany the child to the hospital.
5. A staff member will remain with the child until the parent/guardian arrives.
6. The Director will file an accident report, note the injury in the child's file, and log the injury in the medical/accident log book for that room.