



**Umbrella Family and
Child Centres of Hamilton**

4.7 ILLNESS AND ACCIDENT POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	4- Health and Well-Being
POLICY	4.7 Illness and Accident Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC is committed to providing a safe and healthy environment for children, families, staff members, students and volunteers. It is important to maintain a healthy and safe environment for all children, while supporting the challenges faced by working parents when their children are ill.

UFCC will work to prevent the transmission of infection from the children to workers and to limit the introduction of infections by workers to each other and to the children. UFCC will follow the Child Care and Early Years Act and Regulations and Public Health guidelines to control and manage the spread of infection within its facilities.

From time to time, children can exhibit early signs of illness or sustain minor injuries while in attendance at the child care centre. It is important for parents to be informed of minor illnesses and/or accidents so that they can be involved in determining follow-up care. UFCC programs are not equipped to provide ongoing care to ill children.

RESPONSIBILITY

All staff, volunteers and students on placement.

PROCEDURE

Well Beings: A Guide to Health in Child Care is a 2015 publication of the Canadian Pediatric Society. A copy is available to staff and parents at all sites. This resource provides current guidelines and recommendations for common childhood illnesses and conditions. Staff are encouraged to make relevant resources from Well Beings available to parents.

- Each program site will have a current copy of Well Beings available to staff and parents.
- Procedures will be followed for all health concerns which may require a child to stay at home for at least 24 hours. Current municipal public health guidelines will be used to make these decisions.
- Universal precautions (handwashing, use of gloves, disinfecting of toys and equipment, restricted sensory activities) will be continuously practiced.
- Contact Public Health Services (905-546-2063) for consultation and direction for reportable communicable diseases.

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



Illness

Should a parent/guardian call to report that their child will remain home due to illness, the staff member will inquire as to the nature of the symptoms and anticipated duration of illness and record this information in the Health Check Log and Illness Surveillance Report as necessary.

1. Upon a child's arrival in the program, staff will conduct a daily health check, documenting any signs of ill health (i.e., runny nose, scratches/bruises, etc.) in the child's Individual Health Check.
2. Should a parent identify that their child is not well, the staff members will make inquiries as to the nature of the illness, including the symptoms experienced and the duration of the symptoms.
3. Children who are ill cannot be accepted for the day and parents will be asked to make alternate arrangements when the child is experiencing conditions including but not limited to:
 - a) Diarrhea
 - b) Fever
 - c) Headache
 - d) Vomiting
 - e) Persistent Cough
 - f) Severe Pain
 - g) Discharge from Eyes
 - h) Unusual Rash
4. The final decision to permit a child to remain on site will rest with the Supervisor, in consultation with program staff and the parent.

When a Child Becomes Ill During Program Participation

1. Observation of children at play is usually a good indicator of a child's health and well-being. When children are not feeling well, they typically behave differently. Further investigation may identify the child has symptoms of ill health.
2. Should a child become ill while in the program, the staff member will contact the parent/guardian and advise them of the child's symptoms.
3. Depending on the situation, it is possible the child may be able to remain in the program if they are well enough to participate, as long as they are not suspected to have a communicable (contagious) disease/illness.
4. The CCEYA Regulations require that an ill child must be cared for separately from the group until they can be taken home. In some cases—and depending on the nature and severity of the child's illness and the parental situation—it may be possible to accommodate the child at the centre. For example, a child may be permitted to rest on a cot away from the other children or under the supervision of a staff member if ratios permit.
5. When a child exhibits symptoms including but not limited to the following, they will be excluded from the program and their parent/guardian will be requested to pick up the child as quickly as possible:



- a. Diarrhea
 - b. Fever
 - c. Headache
 - d. Vomiting
 - e. Persistent Cough
 - f. Severe Pain
 - g. Discharge from Eyes
 - h. Unusual Rash
6. The final decision to permit a child to remain on site will rest with the Supervisor, in consultation with program staff and the parent.
 7. Staff members will exercise additional precautions when children in their program appear ill. This includes encouraging children to wipe their own nose and wash their hands, additional sanitation of surfaces and toys, and educating the children in the group about preventing the spread of germs from person to person, as is age appropriate.

Return to the Program

1. Children who are ill need to remain at home until they are well enough to participate fully in the program. Even when vomiting/diarrhea has stopped, children may not be well enough to return to the program until their body has had a chance to fully recover. Returning to the program too quickly may result in the child becoming ill again.
2. Staff will consult Public Health Guidelines to identify exclusion periods for individual conditions.

Accidents

Minor Accidents:

1. In the case of minor accidents (i.e., scraped knee), parents/guardians will be notified of the accident when they pick up their child at the end of the day.
2. Accident forms will be completed for all accidents either on paper or via the parent communication app.

Accidents that Prevent Program Participation:

1. When a child experiences an accident that prevents them from participating in the program parents/guardians will be notified of the child's accident via telephone as soon as possible after the incident has been identified, and the parent will be requested to pick up the child from the centre as soon as possible.
2. Accident forms will be completed for all accidents either on paper or via the parent communication app.

Emergencies:

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



1. In the case of an emergency, the child will be transported by ambulance to the nearest hospital, accompanied by the Supervisor of the centre or the child's teacher.
2. Parents/guardians will be notified immediately of the child's condition and requested to make their way to the hospital.

Accident/Incident Report Forms

1. UFCC staff members will administer appropriate first aid to each child in their care who sustains a minor injury (i.e., scratch or bruise). This would be an accident report. An incident report would be for a child that hurt another child or a child who did something that is not permitted or broke something.
2. Staff members will then complete an Accident/Incident Report Form either on paper or via the parent communication app. The original copy of the form will be kept on file, and a photocopy will be provided to the parent (in the case of a paper copy). If the parent communication app is used to document an accident, parents receive their copy via the app. Staff should still engage in a conversation with the parent at pick up about the injury.
3. Staff members are required to complete an Accident/Incident Report Form if a child sustains a blow to the head, even if no injuries are apparent at the time. If there is a head injury parent must be told verbally immediately via a phone call.
4. Should an Accident/Incident Report Form be forgotten when the child is picked up, a staff member will call the parent to advise them of the incident.
5. Any unusual incident including a serious incident or argument between children will be documented by staff members using an Accident/Incident Report Form.

* If a child experiences a life-threatening injury or illness while attending the child care, a Serious Occurrence Report will be made to the Ministry of Education within 24 hours.

All accident and incident reports must be documented in the daily journal and the child's file.

Human Biting

1. If a child has been bitten, first provide comfort.
2. If a staff member is bitten, they may need to be replaced in the program.
3. Determine if the skin is broken.
4. Clean the wound or bitten area with soap and water.
5. Apply a mild antiseptic.
6. Check the child's tetanus vaccination records and the employee's records if applicable.
7. Inform parents of the child(ren) regarding the biting incident. If a skin break occurs, we recommend that the child or employee seek medical attention. A doctor should see infected bites. Parents or employees can also obtain further information and fact sheets on biting from Public Health or the Well Beings publication.



8. Document the biting incident.
9. Parents should be consulted if there are repeated biting incidents involving their child.

Policy Attachments: Accident/Incident Report Form