

## WAC

## WAC 170-295-3010

**What kind of health policies and procedures must I have?**

- You must have written health policies and procedures that are:
  - Written in a clear and easily understood manner
  - Shared with all new staff during orientation
  - Posted for staff and families to review, and
  - Reviewed, signed and dated by a physician, a physician's assistant or registered nurse when you change your policies and procedures or type of care that you provide, or at least every three years when you are due for re-licensing. (For example, if you go from caring for children from twelve months and older to caring for infants, you must update your health policies and procedures and have them reviewed and signed.)
- Your health policies and procedures must have information regarding how you plan to:
  - Provide general cleaning of areas including but not limited to the bathrooms, floors, walls, and doorknobs
  - Clean and sanitize areas including but not limited to food contact surfaces, kitchen equipment, diapering areas, toys, toileting equipment and areas, equipment that might be shared with several children such as sleep mats, cribs or high chairs
  - Prevent, manage and report communicable diseases
  - Handle minor injuries such as nosebleeds, scrapes and bruises
  - Provide first aid
  - Screen children daily for illnesses
  - Notify parents that children have been exposed to infectious diseases and parasites
  - Handle minor illnesses
  - Handle major injuries and medical emergencies that require emergency medical treatment or hospitalization
  - Manage medication
  - Assist with handwashing and general hygiene including diapering and toileting
  - Handle food

- Provide nutritious meals and snacks
- Respond during any disasters
- Care for children that may have special needs
- Care for infants and obtain infant nurse consultation (if licensed for four or more infants), and
- Place infants to sleep on their backs to reduce the risk of Sudden Infant Death Syndrome (SIDS).
- Your health policies and procedures must have information on when you plan to:
  - Require ill children to stay home and for how long
  - Allow the ill child to return, and
  - Call a parent to pick up their child and how you will care for the child until the parent arrives.

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High quality programs promote safe and healthy environments where children can thrive and grow. Young children depend upon the adults in their lives to make healthful choices for them and to teach them to make such choices for themselves.

You can designate specific people or positions on staff to be responsible for specific health-related duties. For example you could assign a staff person to be in charge of checking the First Aid kits every month and restocking them when needed. Another staff person could be assigned the task of checking medication boxes once a month to be sure outdated medicines have been returned to the parents or discarded, and that the Medication Authorization Form and the Medication Record that the staff signs are filed in the child's file. A staff person could be in charge of checking immunization forms once a month to ensure they are kept up to date.

## Health policy

Your written health policy is not approved until signed by a physician, physician's assistant, registered nurse, or public health nurse. The policy must be reviewed and approved whenever any changes are made in your health practices or procedures, but at least every three years (usually at re-licensing time).

All new staff must be trained in the details of your health policy. This should be completed at the time of the new employee orientation. Keep documentation that the staff person has been trained in the staff files (see Orientation of Employees and Volunteers Checklist in Section 2).



**Note:** All policies must be available for review by staff, parents, or others (licensors, health care consultants, etc.). Many centers have a three-ring binder at a central location that contains the Health Policy, Disaster Plan, Pesticide Policy, and Animals on the Premises Policy.

Health policies are usually quite lengthy and detailed. A complete copy must always be available for parents and staff to review, however you may want to summarize particular sections and post them in appropriate places to make it easier to use. For example, you could post:

- ◆ Food handling policies in the kitchen (or wherever food is served, handled, or stored)
- ◆ First aid policies near the first aid supplies, and
- ◆ Emergency medical procedures near the telephone.

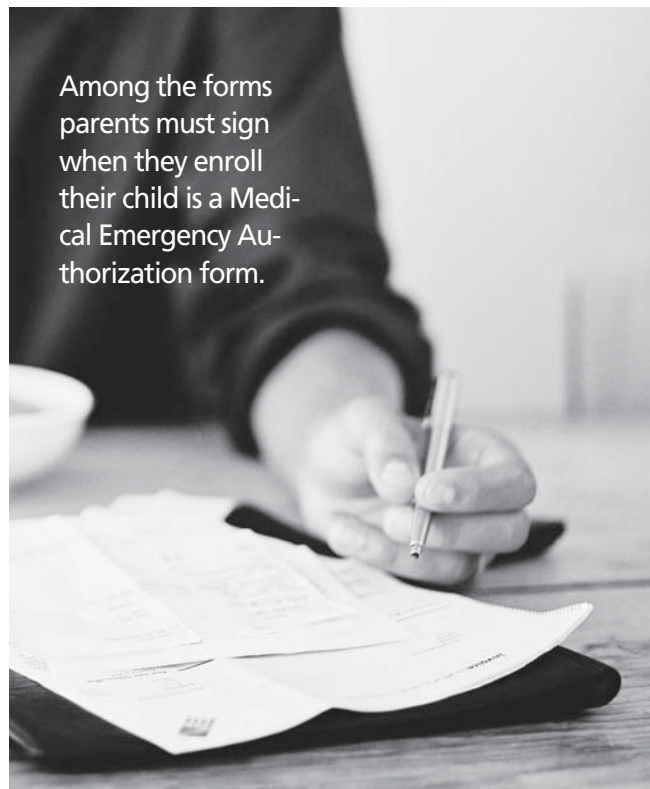
A sample Health Policy can be found in Appendix A. Use it as a guide to help you create your own health care policies and procedures plan.

## Preparing for medical emergencies

As part of preventing illness and developing a health care policy, you will need to plan ahead for what you will do in the case of a medical emergency at your facility. Among the forms parents must sign when they enroll their child is a Medical Emergency Authorization form (also referred to as a Medical Consent form). With this form, parents authorize and give personal consent for medical personnel to begin emergency medical treatment before parents arrive. Medical personnel cannot legally provide services for a minor without the consent of his/her guardian. For your protection and the safety of the child:

- ◆ You should not accept a child for care before the parent signs the medical emergency authorization form.
- ◆ The medical emergency authorization form should be with the child at all times they are in your care. This includes field trips.

The example below is included for your convenience.



Among the forms parents must sign when they enroll their child is a Medical Emergency Authorization form.

### Sample consent to medical care and treatment of minor children

I \_\_\_\_\_ (the parent or legal guardian) hereby give permission that my child, \_\_\_\_\_, may be given emergency treatment to include first aid and CPR by a qualified child care staff member at \_\_\_\_\_.

I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by my child's regular physician, or when the physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_