

Communicable Disease and Illness Procedure

Policy: Head Start staff and EHS-CCP will lower the risk of spreading communicable diseases in the classrooms and offices through preventative health practices and appropriate reporting procedures.

Performance Standard 1304.22(b)(1)(2)

Procedure:

- Teachers and EHS-CCP will follow the Child Exclusion Guidelines Procedures and the Communicable Disease Protocol for information and guidance on when to send a child home. When necessary, the Health Manager will be contacted for assistance.
- All communicable/infectious diseases (child/staff/volunteer) must be reported to the Health Manager or Education Coordinator within 24 hours. Follow Communicable Disease Protocol and complete a **Health Status/Illness/Injury form**.
- Lead Teacher will send out an **Exposure Notice** to all parents and children in the classroom providing that a health care provider has verified the disease in question. (i.e. note from physician).
- In the case of head lice, follow the specific Head Lice Procedure.
- Parent(s) or Emergency contacts will be notified to pick up the child if he/she appears have symptoms of a communicable disease or becomes ill during the school day. This is noted in ChildPlus and the child will be sent home and cannot return to school until the teacher receives a note from the health provider that indicates the name of the disease, the prescribed treatment, the date of safe return or, in the case of head lice, the child is lice and most nit free.
- Documentation of children who are sent home because they are not feeling well but are not diagnosed with a communicable disease will occur on the **Attendance Sheet** as well as on a **Health Status/Illness/ Injury Form**.
- Staff must not come to work when they are ill. If a staff member has any signs of symptoms, described in the Child Exclusion Guidelines, they are to report this to the Education Coordinator or Health Manager.
- Supervisors will ensure that staff who appear to be ill, take the rest of the day off. In such a case, a substitute will be called or other Head Start staff will be contacted to cover for the ill teacher.

Procedure for Caring for a Sick Child

- Isolate the child from other children in a way that is nurturing to the child and as much as space allows.
- When needed provide the child with his/her mat to rest on while they wait for a parent to arrive.
- Sanitize the mat once the child has been sent home.

- Take the child's temperature whenever the following symptoms are present: nausea, vomiting, diarrhea, flushed cheeks, warm to the touch, excessive coughing (use under the arm method), or fatigue.

Taking a Child's Temperature

- Turn the digital thermometer on.
- Place a thermometer probe cover over the portion of the thermometer that will be placed in the child's mouth.
- Have the child hold the thermometer under her/his tongue until a signal indicates that the temperature is displayed. The child may need assistance keeping the thermometer still in his/her mouth. A normal temperature is 98.6 degrees. A temperature of 101 degrees warrants a call to the parent or guardian to let them know that their child is ill and needs to be picked up (within an hour).

Referenced Procedures:

Child Exclusion Guidelines Procedure

Communicable Disease Protocol

Head Lice Procedure

Referenced Forms:

Health Status/Injury/Illness Form

Attendance Form

Exposure Notice