

## RCC Illness Policy

Rosslyn Children's Center, as a licensed child development center, is unable to provide care to an ill child. Should a child exhibit any of the symptoms listed below, we will contact his/her parents and/or emergency contact for pick up arrangements. Pick up must be arranged within one hour of the onset (and notification) of symptoms. At the time you pick up your child, we will give you a Sick Child Dismissal form indicating when your child may return to the center. Your help in following these guidelines will enable us to maintain a healthy environment for all our children – thank you!.

In addition, we ask your cooperation in making the decision to keep your child home if you suspect it is necessary. When a child is uncomfortable, it is not in his/her best interest to be in a group setting. The Administration reserves the right to decide when a child needs to be sent home for illness

The symptoms of an illness requiring a child be taken home (or stay at home) are:

- \* A fever of 101 or higher;
- \* A nasal discharge of yellow or green mucus;
- \* An unexplained rash on any part of the body;
- \* A known communicable disease that has not been treated for a full 24 hours by the appropriate medication (We reserve the right to request an approval notification from the child's physician under these circumstances);
- \* Any unexplained vomiting and/or two or more episodes of vomiting within four to six hours;
- \* Two or more loose bowel movements within four to six hours;
- \* Any time a child is "too miserable" to be here, i.e. listless, complaining of not feeling well, unwilling/able to participate in any activities.

### **Medication**

We realize that there are times when your child could require medication during the day. Children who can participate in regular daily activities, but who are receiving medication will be given such medication by one of our MAT trained staff. There are two primary circumstances under which we can administer medication: a non emergency basis and an emergency basis.

#### ***Non emergency basis:***

1. Prescribed medication for a limited period of time;
2. Prescribed medication on an ongoing basis;
3. OTC medication for between one – ten days ***accompanied by a physician's note.***

For each of these three circumstances a parent needs to complete a medication authorization form for each period your child is to receive medication. If the form is not filled out completely and signed by the parents, we are not able to administer the medication. The forms and medication should be turned in to center administration. The authorization form will be attached to the Medication log form completed by the staff member who administers the medication. In case #2 above, the pediatrician must complete the ongoing medication authorization form.

All prescription medication must have a dated (non expired) prescription label with the correct child's name on it. OTC medication must be accompanied by a dated (non expired) prescription with the correct child's name on it and the OTC medication must be labeled for individual use for that child. All medications are kept in a loc box in the administrative office. Each parent must bring the medication in each day and take it home each evening.

***Emergency Basis:***

If a child has a medication condition requiring the administration of either prescription or OTC (prescribed) medication on an "as needed" basis, we must have the following:

- \*A written treatment plan to be kept in the child's file (and in the child's classroom) specifying the medication condition and the recommended medication procedure. The plan should be written by the child's pediatrician.

- \*All required medications will be kept locked in the director's office.

It is the parents' responsibility to ensure that the information provided is updated as needed and that the appropriate medications are given to Administration. If there are known special occurrences which would require medication, i.e. field trips, etc., it is the parents' responsibility to notify the teacher and Administration to ensure that medication is taken in advance.

NO medication may be administered outside of the above policies. To do so would be a violation of state and county licensing regulations, as well as possibly resulting in your child being improperly medicated.

Please feel free to talk with any center administrator with any questions regarding this policy.