



WCP is committed to ensuring the health and well-being of children at the preschool. To facilitate this, we must keep on record certain medical information and follow certain protocols in the case of illness. Parents are required to contact the school as soon as possible to provide details for the reason of absence.

Whenever there is a new staff member, student, or classroom volunteer, they must provide the date of a health assessment prior to working, indicating they are safe and capable to work around and with children.

Medical Information

Child's medical information:

- Parents are required to submit a completed Immunization Form or Immunization Update Form (included in the Registration Package) for their child, as well as 2 copies of the child's immunization records before the first class is attended. Immunization Opt-out forms are available if required. Parents are also asked to complete a medical and personal information form included on the first page of their Registration Package. A doctor's signature is required on the Exemption form if there is a medical exemption for immunization.

Participating parent's medical information:

- Participating parents are required to submit a Public Health form, which includes a screen for TB and proof of Tetanus shot (valid for 10 years), MMR
 - If required, the TB screening can be obtained by either:
 - Scheduling an appointment with a family doctor
 - Contacting a TB skin test provider
- <https://www.regionofwaterloo.ca/en/health-and-wellness/tuberculosis.aspx>

Individual Anaphylaxis Policy and Emergency Medical Plans

- The parents of a child with anaphylactic reaction or serious health concerns will be required to fill out an Individual Anaphylaxis Policy form, or Emergency Medical Plan which all staff, volunteers and students will review and sign when developed and whenever there are changes.

Illness Protocol

We follow recommendations given by the Medical Officer of Health for the Region of Waterloo, and those outlined in the documents [Guidelines for Prevention and Management of Infectious Diseases in Schools](#) and [Infectious Diseases Exclusion Guidelines for Childcare Providers and Schools](#).

If a child is too unwell to engage in the class they should not come to school. Over the counter medication, such as Acetaminophen (aka Tylenol), **cannot** be given to mask illness and enable the child to participate. Parents must use their own judgement when considering whether to send their child to school; they must protect not only their own child, but also the other children in the school. It is, however, up to the discretion of the teacher as to whether the child should be accepted if illness is apparent.

Outbreak

If a child is thought to have a communicable disease, such as the flu or pink eye, they should be kept at home until no longer infectious and 24 hours have passed after the first dose of medication.

- If a child contracts a communicable disease or enteric outbreak (2 or more cases with a common link within a 48 hour period meet the definition of enteric outbreak) the parent is required to notify a Teacher, who will notify the Membership Officer or President immediately. The parents of the affected class will be advised, without identifiable information given. Staff will follow directions given from Public Health and maintain up to date line lists to track, monitor and report the status of the outbreak as required. Attendance records will clearly indicate the reason for absences and symptoms.

Fever

- If a child has a temperature of 37.8°C (100°F) or higher they should be kept at home until the child has been fever-free for at least 24 hours. If fever continues a healthcare professional should assess if there is an underlying illness and should remain absent until no longer infectious and ready and able to actively participate in the program.

Diarrhea (Enteric)

- Keep the child home until solid stools have been formed for at least 24 to 48 hours, and there are no other ill symptoms, or until your doctor has approved a return to the program. If there is an outbreak of illness at the preschool, the teachers may request children be kept home for a minimum of 48 hours after it subsided.

Vomiting (Enteric)

- Keep the child home until at least 24 - 48 hours have passed after the last bout of vomiting. If there has been an outbreak of sickness at the preschool the teachers may request children be kept home for 48 hours after the last bout of vomiting.

Rash

- A child with an undiagnosed rash must stay at home. Doctor's approval, confirmation it is not contagious and a diagnosis is required to come to school with a rash. Any medical conditions must be indicated in the child's file i.e. eczema.

Severe cough or cold symptoms

- Green or copious nasal discharge is a reason to stay at home. Consult a doctor about a severe cough as it may be a sign of a contagious illness, or may be related to asthma or allergies. Children should be well enough to attend and are able to actively participate both indoors and outside.

Sore throat

- A child who has a sore throat or other ill complaint, or has been diagnosed with strep throat, must stay at home for at least 24 hours after starting antibiotics or the complaint has subsided.

Mild cold or respiratory symptoms

- A child may attend school if nasal discharge is clear, not continuous, and the child feels well enough to participate for the duration of class.

Headache and earache

- A child may attend school unless a headache or earache prevents the child from participating in class, or if there are other signs of illness.

Head Lice

- If a child contracts head lice, treatment must be complete and nits removed before the child may re-enter school. The teacher will discreetly check all children in this instance.

III Volunteers

- Any volunteer (participating parent, student, or other) with a cold or signs of infection should remain away from the school

III Staff Members

- If a teacher or staff member contracts an infectious illness, they need to follow the same Public Health recommendations as recommended for the children at the centre.
- If the staff member is unwell, but well enough for work, they should ensure hand washing is done more frequently.
- Staff members who are ill cannot work in the kitchen or serve food to children.
- Absences of staff members will be recorded in the daily journal, and on the staff members' timesheets.

Unvaccinated children

- If a child is not vaccinated and someone in their class contracts a serious communicable disease, Public Health will require the parents to keep the child home for 2 weeks.
- Any unvaccinated child must have an official notarized letter on file.

Administering medication

- The Preschool will not be responsible for administering medication with the exception of emergency medication (i.e. epi-pen or medication required for an allergic reaction or asthma prescribed by a doctor). Please see [Medication policy](#).

Cream/ointment

- Due to the limited time at the preschool, creams, lip balms, sunscreen, and bug spray must be applied at home if desired. Please see permission form to apply hand sanitizer (found in the Registration package) when handwashing is not available.

Asthma

- Emergency Forms must be completed and the medication log must be readily available at all times..

Absence from school

- Parents are asked to notify the teachers before school begins if their child will not be at school by completing and submitting the [Reporting of Absence Form](#).
- If the child tolerates it, please consider sending the child to school wearing a mask upon return for the timeframe outlined in the [Ontario School Screener](#). For specific concerns see the [Public Health website](#).

Further References

- Outbreaks: refer to [Serious Occurrence Policy](#) in regards to reporting timelines.
- See [COVID policy](#) regarding specific information on Covid related illnesses, cleaning, and PPE.
- [Responding to illness or injury policy](#)

Revised: April 2023 by Tracey Marques Patty Fallis Robbins

Approved By: Britney Stewart (President) on April 6, 2023

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