



Responding to and Reporting Child Illness and Injury

Waterloo Co-operative Preschool is committed to protecting the health of all staff and students by reducing the risks associated with communicable diseases. The intent of this policy is to ensure procedures are in place to prevent the transmission of communicable disease, and to respond to and report child illnesses, health concerns, accidents and injuries. Enteric outbreaks are defined as 2 cases with a common link with the onset of symptoms of vomiting or diarrhea within a 48 hour period.

We follow the requirements in the documents [Guidelines for Prevention and Management of Infectious Diseases in Schools](#) and [Infectious Diseases Exclusion Guidelines for Childcare Providers and Schools](#).

Strategy to Reduce the Risk of Exposure to Communicable Disease

The Preschool shall implement the following:

- a) If a child has or may have a reportable communicable disease, or is infected with a communicable disease, or if an enteric outbreak occurs this shall be reported to the Medical Officer of Health as soon as possible and the membership informed with no personally identifiable information given.
- b) Symptoms of ill health are to be documented in the daily health check and details to be written in the daily log book. Enteric outbreaks will be reported and a line list begun. Attendance records will maintain accurate reasons for absence including symptoms.
- c) A report to the Medical Officer of Health is noted in the daily written record.
- d) Any recommendations made by the Medical Officer of Health with regard to the reporting of a communicable disease are to be recorded in the daily written record.
- e) A copy of any report made by the Medical Officer of Health shall be kept on file and emailed to the program advisor, if applicable.
- f) An outbreak of a Communicable Disease shall be reported as a serious occurrence.
- g) Any accident or injury that occurs, involving a child, shall be written up on an accident report. Details and treatment given shall be noted.
- h) Parents are to sign the accident report or a copy emailed, and the report filed in the child's information file.
- i) Children exempt from immunization may not attend classes for two weeks if a communicable illness has been reported at the preschool. An official and notarized copy of a medical exemption form must be on file.

- j) Staff shall not serve food if coming to work while mildly ill.
- k) Volunteer parents, volunteers /staff will not handle food if not feeling well.
- l) Ill children will be separated from the group, and a parent or emergency contact will be called to pick up the child immediately. Details will be logged in the journal.

Accident Reports

As per the Child Care and Early Years Act an accident report will be filled out regarding any incident that affects a child's health, safety or well-being. The report will be given to the parent to sign. The original copy will be kept in the attendance binder until it is filed at the end of the year. A copy of the accident report will be kept in the child's file at the preschool. The parent will also receive a copy of the report which may be by email.

When out of the classroom with the children, a teacher will bring a phone to use in case of emergencies. If injured, the elevator can be used to help transport children down from the gym.

If there is a broken bone or any other serious injury, the group will remain in place and call 911. Any serious occurrence that is life threatening will be reported and emailed to the program advisor, and uploaded to CLS within 24 hours.

Revised: April 06, 2023 Tracey Marques, Patty Fallis-Robbins

Approved By: Britney Stewart (P) on April 06, 2023

Seconded By: Eliane Sabatino (VP) on April 06, 2023