



5595 Memorial Avenue
Oak Park Heights, MN 55082
651-439-0799

Health Policies

Cleaning and Disinfecting

Germs are most effectively controlled by frequent, thorough cleaning and disinfecting of objects, which come in contact with children and through good hand washing.

Cleaning: 3D Quat (commercial cleaning product) is used on a daily basis

Disinfecting: Destroying germs with 3D Quat solution

Sanitizing: Destroying germs using 3D Quat solution.

Hand washing

To prevent the spread of illness hands need to be washed thoroughly and often.

How to wash hands:

- Rub hands together vigorously for at least 20 seconds using soap and warm running water.
- Wash under fingernails, between fingers, the back of hands and wrists.
- Rinse hands well under running water.
- Dry hands with a single-use paper towel or hot air dryer.
- Turn off water faucet with paper towel instead of bare hands to avoid re-contamination.

Hands should be washed:

- Upon arrival at the center
- Before preparing or serving food
- Before eating and drinking
- After using the bathroom or helping a child use the bathroom
- After changing a diaper
- After handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or any discharge from the eyes or nose
- After touching a sick child or a child who has handled soiled items
- Before and after sensory table
- Coming in from outside

Diapering Procedures (posted in diapering area)

- Assemble all supplies needed for diapering and place them within reach.
- Cover the diapering surface with single use paper the length of the child.
- Place the child on the diapering surface. **Never leave a child unattended during this process.**

(Diapering continued)

- Remove soiled diaper, fold it inward, and place it directly into the foot operated, plastic lined diaper container.
- Clean soiled skin with warm water or a damp disposable wipe provided by parents from front to back.
- Change child's clothes if wet or soiled and put in a labeled plastic bag to return to the parents at the end of the day.
- Topical ointments may be applied only if provided by the parent, and with written consent.
- Put on clean diaper and clean clothing if necessary.
- Wash child's hands with soap and warm water, rinse and dry well.
- Remove the child from the diapering area to supervised play area.
- Discard soiled changing paper and any remaining paper towels into waste container.
- Clean changing surface with detergent and water. Use bleach solution or commercial disinfectant to disinfect.
- Wash hands thoroughly using Hand washing procedures listed above.
- Keep waste container away from children

Remember: Report all abnormal skin or stool conditions to parents (rash, unusual consistency, color, odor, frequency).

Staff and Children wash hands after every diaper change!

Exclusion of Sick Children

A child with any of the following conditions or behaviors is considered a sick child and must be excluded from Little Victories.

A child will be excluded if he/she has:

- A reportable illness or condition determined to be contagious until a physician determines otherwise.
- Vomited two or more times after admission on any given day.
- Two or more abnormally loose uncontained stools after admission on any given day.
- Contagious conjunctivitis or pus draining from the eye.
- Bacterial infection such as strep or impetigo and has not completed effective antibiotic therapy.
- Unexplained lethargy.
- Lice, ringworm, or scabies that is contagious to others.
- An auxiliary temperature of 100 degrees Fahrenheit or higher of undiagnosed origin before fever reducing medication is given.
- An undiagnosed rash or a rash attributed to a contagious illness or condition.
- Significant respiratory distress.
- Unreasonable discomfort in participating in the childcare program activities.
- A need for more care than the staff can provide without compromising the health and safety of other children.

A parent must inform Little Victories Hourly Childcare if any of the above occur

Should a child become ill while at the center, the following steps will be taken:

- The child will be isolated in a comfortable, supervised location
- A parent or alternative person specified on the enrollment form will be notified the sick child must be picked up within an hour after notification.
- A child's doctor or emergency personal will be contacted and treatment sought if deemed necessary.

A contingency plan should be in place before enrollment so parents are prepared should this occur. When an enrolled child develops an infectious or contagious illness, parents must notify Little Victories within 24 hours of diagnosis. Notices will then be posted to inform parents of the illness, symptoms, incubation period, and treatment. Little Victories will make an effort to contact families who were exposed.

Staff Illness

Should a staff member become unable to attend work, the following procedure will be implemented.

- Notify the Director or Assistant Director of pending absence as soon as possible, but not less than one hour prior to scheduled shift.
- The Director or available lead teacher will schedule a substitute teacher.
- Any staff member who becomes sick while at work should immediately notify the Director or lead teacher, who will then take responsibility to arrange for a substitute.

First Aid

All staff will be trained in first aid and know the location of the first aid kits. A first aid manual is available in the office for consultation. First aid administrations will be entered in the accident log. If medical treatment is required, Little Victories will report the incident to DHS within 24 hours.

Accidents away from the center

When on field trips, staff will take money, and/or cell phone for making calls, a first aid kit, and the children's emergency files. (we do not plan to have field trips)

In the event that an accident does occur:

- Call police immediately
- Call Little Victories to inform the Director of the accident and number of children involved. The director will make arrangements to have the parents notified and then meet the victims at the hospital.
- Administer first aid as needed.
- If an auto accident occurs, do the above, and see that all children and staff involved are thoroughly examined by health professionals.

Adult accidents

If an accident occurs on the job in which serious complications may develop or employment time may be lost, the employee should be medically examined immediately. All emergency procedures for children will be followed for adult injuries also. A first report of injury must be completed and returned to the Director to be logged in the accident log, and turned in to work mans compensation if needed.

Food preparation and handling

Prior to serving food, staff will disinfect tables, wash children and adult hands, and serve with proper utensils and gloves.

Disposable paper products will be used for all food service.

The person responsible for the preparation of food will not be allowed to change diapers. Only prepackaged single serve snacks will be provided.

Since we are not licensed by the health department as a full service kitchen, we cannot allow shared food and snacks to be brought in.

A health consultant will review these health policies annually and changes made as needed to ensure optimal care.