

# NORTHLAND EARLY EDUCATION CENTER

## Health & Safety Policies & Procedures

Approved by Board 1995 (part of Family Policies & Procedures)

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Northland Early Education Center  
Health & Safety Program

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## **Health & Safety Program**

### **Overview**

The Northland Early Education Center Board of Directors is committed to maintaining a healthy and safe environment for participating children, staff and visitors. This will be accomplished through an organized program of

- Appropriate screening and training of all staff, and of volunteers and students who work with participating children;
- A Health & Safety Committee that meets quarterly to review summaries of incident reports, safety drill reports, and follow-up on incident reports and on health and safety inspections; to develop recommendations for revisions to these policies; and to plan staff trainings on health and safety;
- Regular health and safety inspections to identify and eliminate hazards;
- Thorough reporting of and follow-up on all incidents that might affect the health and safety of children and staff;
- Development and review of plans and procedures for all potential emergency situations, infectious diseases and handling of medications;
- Regular tests of the emergency plans, and
- Annual review of these policies, procedures and plans by the Board Quality Improvement (QI) Committee, ensuring that they are in compliance with local, state, federal and accreditation health and safety requirements.

### **Staff Screening, Orientation & Training**

Job descriptions include health and safety responsibilities as assigned, including the basic responsibility of lead teachers to monitor the health and safety of the children in their classrooms and the responsibility of supervisors to assure that the staff they supervise are properly oriented on health and safety issues.

All Northland Early Education Center employees, volunteers who work with children, and the Board President must submit to an abuse/neglect and criminal records check. This is done through the Missouri Department of Health & Senior Services Family Care Safety Registry. Staff must complete the Childcare and Eldercare Worker Registration form at the time of the acceptance of employment. The Program Director is responsible for sending in the Registration form, and ensuring that all staff have completed this process. Should any reporting agency document any child-related charges or convictions, involvement with the agency will be immediately terminated. Exceptions may be made only with the approval of the Missouri Department of Health and the Northland Early Education Center Board of Directors.

Staff are required to have a medical check-up within 30 days of hire, and annually thereafter, using the Department of Health (DOH) medical examination form. The exam includes a tuberculosis test. Employees receive a one-month notice of the date of their annual physical. If the employee fails to obtain a current physical, or at least an appointment for one, by the anniversary date of their previous physical, the employee will not return to work until medical personnel complete a physical. Should any of the documentation indicate illegal drug use or serious communicable disease, Northland

Early Education Center may terminate employment based upon Missouri Department of Health Regulations.

During the first week of employment, each new staff member is required to read these policies and procedures, review them with her supervisor or the designated staff training person, and sign off on the Orientation Checklist. Training on proper lifting techniques is also provided by the supervisor or designated trainer.

Weekly teachers' meetings include review of some element of these policies and plans or some training or information on health and safety.

Twice a year staff meetings will include training on at least one aspect of health and safety, including but not limited to the following topics:

- Progressive behavior control methods
- Physical crisis intervention
- Dealing with communicable diseases
- Abuse & neglect
- Documenting, reporting and analyzing incidents

Staff are required to be certified in First Aid and Cardio-Pulmonary Resuscitation. The certification forms are kept in the employee's personnel file. Documentation of employee trainings is maintained by the Program Director, using the ProCare database and the sign-in sheets from trainings.

### Health & Safety Committee

This committee includes the Executive Director, the Program Director, the Office Manager, at least one teacher. It meets quarterly, and is responsible for assisting the Executive Director in: reviewing the implementation of these policies, assuring follow-up on problems identified through incident reports and inspections, analyzing causes and patterns in incidents, and planning staff trainings on health and safety.

The Program Director is responsible for convening the Health & Safety Committee, reporting on follow-up on all deficiencies noted in both internal and external inspections, and reporting on any staff or visitor incidents. The Program Director is responsible for summarizing all reports on incidents involving children, noting any trends and any action needed to prevent problems. The designated staff member shall report the results of bi-annual internal inspections.

### Health & Safety Inspections

Internal: A designated staff member is responsible for conducting inspections of the entire facility, including the playground, at least twice a year, using a detailed inspection checklist. A copy of the checklist and a report of problems with a suggested plan of correction, are reviewed at the Health and Safety Committee meetings.

External: Thorough inspections of the facility by identified external authorities are conducted at least every year. These inspections review fire safety, occupational health and safety, and health practices related to caring for children and preparing food. Documentation of these inspections is provided to the ED, the H & S Committee, and the Board Quality Improvement (QI) Committee.

The ED is responsible for assigning staff to take corrective action, following up to ensure problems were remedied, developing plans for addressing major problems that require significant

resources, and reporting to the Health & Safety Committee on the inspections and their outcomes. The Program Director will usually be the designated person for arranging the corrective action.

The Board QI Committee is responsible for working with the Executive Director on developing plans for addressing major problems, and for reporting to the Board of Directors on the outcomes of inspections.

The Board of Directors is responsible for assuring that funds are available to correct major deficiencies that require significant resources.

### Reporting and following-up on incidents involving children, staff or visitors

The ED is responsible for reviewing all staff incident reports, and presenting a summary to the H & S Committee (without names to protect the privacy of staff). The Program Director is responsible for reviewing all incident reports on children, and presenting a summary to the H & S Committee. The H & S Committee discusses whether any of the injuries or illnesses could have been prevented, and if so, develops a plan for avoiding them in the future.

Reporting on children: Teachers must document events, behaviors and situations to ensure the safety and protection of the children, their families, and staff members. When documenting events, keep information factual, objective and non-judgmental. For example, do not document how a child "appears", but describe their specific actions, statements or physical mannerisms.

If the injury is a serious one, one which threatens life or limb, or if a member of the staff or a volunteer makes a mistake that could have resulted in serious physical or psychological harm to the child, such as a medication error or leaving an infant unattended, mark the Sentinel/Adverse event line and give the report immediately to the Program Director, or in her absence, to the Executive Director.

Adverse/sentinel events will be investigated immediately, and may have to be reported to the Department of Health or the Department of Mental Health. The ED will make that determination. Any employee or person served needing debriefing will be referred to the Astra Group.

#### Mandated health and safety documentation includes:

- Medication administration forms per Department of Mental Health regulations
- Seizure Log (daily note or possible parent call), if applicable
- Injury/Illness reports (original to Program Director, copy to the parents)
- Family concern form

These forms are kept in the classroom in the child's working file, and transferred to the child's permanent file when the child moves to another classroom.

Documenting serious injuries received at home is an especially important and delicate responsibility. The Injury/Illness report form should be used, and if the injury is at all unusual, a picture should be taken and the incident should be reported immediately to the Program Director. The PD and the Teacher will decide whether the injury should be reported to the DFS Abuse Hotline.

Teachers will receive at least one training a year on how to evaluate injuries sustained at home, and on their reporting responsibilities.

Parents, DFS and other related agencies, may access all information logged in a child's file with a signed release of information or court order.

Reporting on staff and volunteers: Whenever a staff member or volunteer is injured or becomes ill while on work premises (includes parking lot and playground), he/she must fill out the Report of Injury/Illness for a Work-Related Incident within 24 hours. If the injury/illness requires medical attention (and when in doubt, do go to the approved clinic and have it checked out), the form must be filled out immediately and taken to the clinic or, between 5:00 pm and 8:00 am, to the emergency room. That form must be submitted to the Astra Group, and a copy given to the Executive Director. This form serves as the basis for any Worker's Compensation Claim.

In the unfortunate and unlikely event that there would be a work-related death, or severe injury to three or more staff, the ED would report to OSHA (working through the Astra Group).

## **Health & Safety Precautions**

### **Safety Equipment**

All safety equipment is monitored through the semi-annual internal H & S inspections. The Office Manager or Office Assistant is responsible for replacing batteries, and having fire extinguishers recharged, annually. He/she is also responsible for obtaining and placing Material Safety Data Sheets in the orange folder at the front desk

1. First Aid Kits: Teachers are responsible for monitoring the contents of the First Aid Kits in their classrooms, and shall request replacement supplies whenever necessary. First Aid kits should include band aids, 4x4 gauze squares, 2x2 gauze squares, rolled gauze, paper tape, cotton balls, vinyl exam gloves, ace bandage, CPR mask. The contents are listed in the lid of the kit.
2. Exit Signs: Lighted exit signs are located at all exits.
3. Emergency Lighting is located in all classrooms and at key locations throughout the building.
4. Smoke and Heat Detectors are located in the kitchen, the furnace room, at key locations in the hallways, and in all classrooms.
5. Fire Extinguishers are located in the kitchen, the furnace room, laundry room, two in lobby area, by door near staff lounge, alcove in hallway, in each classroom and in the common areas.
6. MSDS: Materials Safety Data Sheets on any potentially hazardous chemicals are kept in an orange folder at the front desk.
7. A battery-operated radio that sounds an alarm when a severe weather warning is issued is located at the front desk.
8. A Carbon-Monoxide detector is located in the lobby area and in each classroom.

### **Unsafe Equipment**

- No portable heaters are permitted anywhere in Northland Early Education Center.
- Do not overload wall outlets.
- Avoid extension cords; may be used only with the permission of the ED, and then must be kept away from traffic paths.
- Turn off and unplug all small appliances when not in use.
- Candles are prohibited.
- Air fresheners are prohibited.

## Communicable Diseases

Parents are required to submit documentation of standard state required vaccinations. The Office Manager enters this information into the ProCare database, and the documentation is kept in the child's file.

If a child exhibits signs of illness, fill out the Illness/Injury Report form, and give it immediately to the Program Director. If the Program Director agrees the child has a contagious illness, contact the parents and send the child home. While waiting for the parents, the Teacher shall remain near the child, and keep the child isolated from other children. A doctor's order may be necessary for the child to return to school. If a child has been sent home with an illness, the child may not return to the Northland Early Education Center until they are symptom-free for 24 hours, or medically determined to be non-contagious and receiving effective, documented treatment.

### Indications of Illnesses:

- Fever of 100.0 or more, or a very low temperature
- Vomiting more than once
- Severe coughing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Unusually dark, tea-colored urine
- Grey or white stool
- Headache and stiff neck
- Labored or rapid breathing
- Diarrhea
- Changes in skin color
- Severe itching of the body or scalp

Lice are considered an infectious disease, and the child would be sent home with treatment information, and not allowed to return until the infestation is gone.

If the child has a chronic infectious disease which poses little risk of transmission, he or she may be able to attend school, under specified conditions determined by the Program Director in consultation with the Department of Health school liaison. Failure to adhere to the conditions will result in the child being excluded from the school.

Students with an infectious disease and their families have a right to privacy/confidentiality. Only staff members with a need to know—those working directly with the child, and the Program Director—may be informed of the illness. Medical records are kept in files that are locked at all times except to file information or remove a file. No file may be kept out of the locked file overnight.

The administration will notify the Clay County health department when serious diseases like Hepatitis, TB, or Whooping Cough are diagnosed.

Northland Early Education Center will adhere to the Department of Health's regulations mandating prolonged absences from the program.

## SIDS Prevention

To reduce the risk of SIDS, infants are placed on their backs to sleep (unless otherwise ordered by a physician), soft equipment is not allowed in cribs, and blankets are only used if they are tucked in at the bottom and sides of the mattress.

## Infection prevention

All staff should use universal precautions when changing diapers or cleaning up any kind of bodily fluids: wear gloves and use a 5% bleach solution to clean up the fluids.

If any staff has been exposed to Hepatitis B, all staff will be offered the opportunity to receive the vaccine. They are responsible for scheduling their own vaccination.

All staff must wash hands after using the bathroom, before meals and snacks, and after being on the playground. Hand-washing procedures:

1. Use soap and warm running water
2. Rub your hands vigorously (it's the friction which kills germs!)
3. Wash all surfaces, including backs of hands, wrists, between fingers, and under fingernails.
4. Rinse well
5. Dry hands with a paper towel
6. Turn off the water faucets with a paper towel instead of using bare hands
7. Use paper towel to open door and turn off lights
8. Either use paper towel to open classroom door or wash hands again after entering

## Alcohol and Non-Prescribed Controlled Drugs

The purpose of this policy is to protect the health and safety of employees and Northland Early Education Center children by ensuring all employees arrive and stay fit for duty throughout the course of their workday. Employee involvement with alcohol or drugs may adversely affect the work environment, job performance and safety, whether the use is on or off duty.

Employees will be subject to disciplinary action, up to and including dismissal for the following:

- Suspicion of bringing non-prescribed controlled drugs or alcoholic beverages to work
- Reporting to work under the influence or impaired by substance use
- Being under the influence of a substance while working
- Dispensing, distributing, illegally manufacturing, or selling alcohol or non-prescribed controlled drugs while working.

## Smoking Policy

The use of tobacco in any form will be prohibited within the building and on the playground of the Northland Early Education Center. Employees may smoke outside in a designated area at the southwest corner of the building when they take an approved break. Staff must wash their hands thoroughly before returning to a classroom.

## Health Regulations

Due to the need for a healthy environment for all children, Northland Early Education Center will not allow pets or any other animals to enter the building unless approved by the administration prior to entry. Due to possible allergies, flowers are only allowed in the administrative areas and staff lounge. No nuts or candy containing nuts is allowed in any area of the building..

## Playground Safety

To ensure the safety of Northland Early Education Center children while on the playground, staff members will

- Stand strategically throughout all areas of the playground to ensure supervision
- Keep inside toys inside
- Check locks on gates at each recess
- Secure toys in the bridge or shed at the end of the day
- Ensure children use developmentally appropriate toys and equipment

Teaching staff take a first aid kit, the classroom clipboard, and emergency contact information on all children to the outdoor play area during outdoor play time.

## Kitchen and Appliance Safety

The refrigerator temperature should be between 34 & 38 degrees. Liquids and foods hotter than 110 degrees are kept out of the reach of children.

The Department of Health/Bureau of Childcare requires a three-step cleaning process for dishes. Staff must use a three-vat sink. The dishwashing process must include washing with warm, sudsy water, rinsing, and disinfecting using one teaspoon of bleach per gallon water. Northland Early Education Center stores chlorine strips at the dishwashing station.

All small appliances, including the staff coffee pot in the administrative area, should be unplugged when not in use.

## Transportation and Field Trips

Parents transport their child(ren) to and from Northland Early Education Center.

In the event of a field trip, parents may sign an appropriate permission form and provide a labeled car seat (if applicable) for their child to participate. Parents generally provide transportation for field trips. If other transportation is arranged, it must be with a company whose drivers have a Missouri Chauffeur's license, and the vehicle must have approved fire suppression equipment, adequate first aid, and a mobile telephone. Northland Early Education Center staff will always accompany children on a field trip, in accordance with required ratios.

Parents must notify Northland Early Education Center of any transportation changes for their child. All drivers must be prepared to present photo identification.

The 2 year old and 3-5 year old classrooms take approximately two field trips per year. The toddler rooms also take field trips at the teacher's discretion. Classroom teachers plan the trips and the families transport. Every child must have a completed field trip release form before departure and the following procedures must apply:

1. Signed permission slips must be obtained from every child prior to the date of the field trip (even if the parents do not give permission to attend).
2. Whoever transports the child to the event, must also transport back to the school.
3. Field trips are educational for the children and teachers must act accordingly.
4. Everyone attending represents NEEC and should stay together as a group. Teachers should maintain contact with all children regardless of whether or not a parent attends.

5. The transportation arrangements should be made in advance. The Program Director must be notified of arrangements and sign off on them prior to departure.
6. Plans for children NOT attending the field trip should be made and approved by the Program Director.
7. Lou's Catering should be notified 1-2 weeks in advance. Sack lunches will be provided for children only. Any extras may be eaten by the teachers.
8. The schedule of the day should be discussed with group prior to departure.
9. Staff transporting children or parents transporting children, other than their own are required to have the following:
  - a. Cell Phone
  - b. Transportation checklist (Attachment 'A')
  - c. First Aid kit
  - d. Blanket
  - e. Flash Light
10. Anyone transporting children must have a valid driver's license and current auto insurance card.
11. A list of the driver's passengers must be left at the front desk with cell phone numbers.

### Home-Based Services

To ensure the safety of our therapists during home visits the following precautions should be taken. The therapists must...

1. Maintain First Aid and CPR certification,
2. Carry cellular phone,
3. Be aware of surroundings at all times and
4. Contact NEEC for emergency contact information of children served, if needed.

Home-based services should only be conducted during the facility's operating hours (M-F 6:30am-6:00pm). Treatment will only be provided if the child is accompanied by parent/guardian or other pre-arranged adult. If a therapist ever feels threatened during a visit, Administration will be notified immediately and action will be taken to ensure the therapists' safety.

### Emergency and Disaster Procedures and Plans

NEEC is equipped with an alarm system that displays bright flashing lights and loud audible tones to indicate that an emergency evacuation is needed. Any person in need of assistance will be properly directed by the nearest NEEC employee.

### Drills & Evacuation Routes

Drills are conducted

- Monthly for evacuations for fires or noxious/toxic fumes; held at various times during the day. At least once a year the drill must take place during naptime.
- Tornado Drills are done every month (March-August) during tornado season- and in October and January.
- Medical emergency, power outage, bomb threat, intruder and natural disaster drills are conducted annually.

Administration is responsible for initiating the drill and keeping a record of staff response. That record should cover the time required for evacuation of classrooms and for checking in with the Program/Center Director. This record is reviewed at the next Health & Safety Committee meeting. Ideas for improving drill performance and/or improving procedures will be communicated to staff at the next general staff meeting or teacher's meeting and in written form.

The Program Director, or in their absence, the designated Center Director, is responsible for checking with all teachers to make sure all children are present.

A map of the premises with evacuation routes clearly marked is posted in every classroom, in the therapy room, and in the staff lounge. All staff are responsible for knowing their standard evacuation route. At least one of the teachers in the classrooms that exit onto the playground should have keys that unlock the gates, in case the fire is in the back of the building. All teachers are responsible for carrying clipboards with contact information and First Aid bags with them during the drill.

During tornado drills, classrooms are evacuated to their designated location: Pink, Purple, Green, and Red rooms go into classroom bathrooms; Yellow, Brown, Blue, Orange and Gold go to basement, where children should sit on the floor. If students are on the playground, they will enter the building and proceed to the basement. Teachers stay with their children; administrative staff should assist with the children.

During all drills and any actual emergency, the most important thing is to keep the children calm. Singing is a good way to keep fear down and morale up.

### Notification of Parents

During any emergency drill or actual event, teachers must carry with them the First Aid bag, attendance board and emergency contact names and numbers for each child. Administrative staff should take cell phones with them in the drill or event, to ensure that parents/guardians can be contacted if necessary.

### Emergency Plans

#### Fire Emergency Response Plan

In the event of a fire, if the alarm is not already sounding, whoever first notices the fire is responsible for setting off the alarm, either by pulling the alarm lever or by announcing "fire" over the intercom system.

All teachers are responsible for the safety of the children in their classroom. They should immediately guide the students out of the building, following established evacuation procedures.

The Office Manager is responsible for calling 911, and directing administrative staff to help with any classroom or child that needs help. The Program/Center Director is responsible for checking to make sure that all children are accounted for. Teachers can then contact parents/guardians.

No one should return to the building until a Fire Department Official tells them it is safe. If the building is unsafe, the children should be moved to a nearby safe location, where staff will stay with them until parents pick them up.

If the fire is small and is not in the way of an exit, a staff member trained in use of fire suppression equipment may attempt to put out the fire, if she feels it is safe to do so.

#### Tornado/Severe Weather Response Plan

When a storm is predicted or appears likely, staff should follow these procedures:

- An administrative staff member should turn on a radio and monitor weather reports, and alert teachers and other staff that a storm is possible;

- If hail is predicted, close the mini-blinds in the classrooms and offices;
- Do not participate in outside water-play if there is any thunder or lightening, and do not go out to the playground if a storm watch is in process;
- The Program/Center Director will designate staff to gather flashlights, towels, blankets, the battery-operated radio, a cell phone, and a first aid kit;
  
- If a severe storm or tornado warning is announced for the preschool's vicinity, the alarm would be sounded and staff and children should go directly to the designated area and follow the tornado procedure.
  - Pink, Purple, Red, Green and Gold rooms go to designated bathroom
  - Yellow, Brown, Orange and Blue rooms go to the basement
- During a Tornado Evacuation Procedure, Administration is responsible for the Sign In/Out book, portable weather radio and checking every classroom and bathroom before taking shelter.
- All persons would remain in their protected location until told by the Program/Center Director that it is safe to return to classrooms.

In addition, whenever there is a severe storm warning for the NEEC vicinity, administrative staff should shut down and unplug their computers, and Administration should shut down the server and turn off the power to the building.

### Natural Disaster/Earthquake Response Plan

In the event of a natural disaster, such as an earthquake, the classrooms will be alerted over the intercom of the natural disaster.

All teachers are responsible for the safety of the children in their classroom. They should immediately guide the students to perform "duck, cover and hold" under desks, tables, chairs or cribs. They will maintain this position until the "shaking" stops. Once the "shaking" stops, teachers and students will be notified by Administration to evacuate the building and precede to their identified evacuation areas.

The Office Manager is responsible for calling the appropriate safety personnel, and directing administrative staff to assist with any classroom or child that needs help. The Program/Center Director is responsible for checking to make sure that all children are accounted for. Teachers can then contact parents/guardians.

No one should return to the building until the safety personnel tells them it is safe. If the building is unsafe, the children will be moved to a nearby safe location, where staff will stay with them until the parents pick them up.

### Crisis Response Plan

Security entrance front doors must remain locked during business hours. People entering must enter personal code or use the intercom.

- In order to reduce the risk of an unwanted intruder, all visitors must wear Visitor badges.
- In the case of an unwanted intruder, someone in administration will announce that we are in lockdown and use one word to describe the location of the intruder (i.e. 'lockdown front').
- In the case of lockdown, classrooms will go to their designated safety places in the room.

- Administration will have the following assignments during a lockdown scenario
  - Media
  - 911
  - Contact with classrooms
  - Relocation site
- In the case of relocation, all students and children will primarily go to the library and secondary to the church across the street.

Drills will be conducted annually, and will reflect an actual emergency.

## **Miscellaneous Health & Safety Information**

### **Severe Winter Weather**

NEEC uses St. Pius X High School as a guide for closure in inclement weather situations, but will post closings individually as “Northland Early Education Center” on local television stations (Channels 4, 9, 29 and 41). If a severe storm should occur while the school is in operation, parents would be notified to pick their children up early. Enough staff to meet required ratios must stay with the children until the parents pick them up.

### **Power Outage**

If there is a temporary power outage on a sunny day of comfortable temperature, the school can continue operations. If weather conditions are bad or the outage is likely to last more than two hours, parents would be notified to pick their children up and the school would be closed.

Drills will be conducted annually. Administration will announce the drill over the intercom. Infants should be immediately placed in their cribs. Toddler rooms and older should gather in a large group meeting place (table or large carpet).

### **Noxious/Toxic Fumes Response Plan**

In the event noxious/toxic fumes are detected, or if staff and/or children show signs of being affected by unknown substances, the building should be evacuated immediately following established evacuation procedures.

From outside the building, the ED or Program/Center Director would call 911 if anyone shows signs of illness, and should contact the County Health Department (595-4200) to report the situation. Staff and children would then relocate to the library or the church across the street. Teachers would then notify parents of what the situation is and where their child is. The program would remain at that location until the appropriate public officials determines that it is safe to re-enter the Preschool.

### **Workplace Violence Response Plan**

Northland Early Education Center will not tolerate any workplace violence, including verbal and nonverbal threats or intimidating actions. All incidents of violence or threats of violence will be reported to the police. Employees are required to report any such incident to the Executive Director, who will keep a record of any workplace violence or potential violence.

Weapons, of any kind, are prohibited on the premises of Northland Early Education Center.

#### **Safety practices:**

- All exterior doors, except the front entrance and the door from the playground, including playground gates, are locked to prevent entrance from outside.
- Burned out lights and broken windows or locks are replaced immediately.

- Employees are discouraged from working alone in the building; the last two should leave together, especially during winter when it's dark.
- Staff should have their keys in hand before they leave the building, especially after dark, and lock their car doors immediately after entry.
- Employees who feel threatened in their private life are required to report all threats and would be supported by the Executive Director in seeking police assistance or legal advice..

In the event of a credible threat of imminent violence, the Office Manager should announce that the building is being locked down. All exterior doors would then be locked, and students and teachers would remain where they are. No one would leave unless instructed to by the ED or Program/Center Director. Every effort should be made to keep everyone away from the threatening person.

In dealing with the person, stay calm and courteous, keep space between you and the person, empathize and let the person talk about their complaint.

The ED, or in her absence, the Program/Center Director, should call 911 and report the situation.

### Medical Emergency Response Plan

At enrollment, emergency contact information is recorded. It is kept in the child's file, and in the Teachers' Information Books.

If a medical emergency arises in which medical treatment is necessary, the following procedures are to be followed:

- Teaching staff will pick up the nearest phone and press "PAGE" and state "Hold all calls to \_\_\_\_\_" (stating whatever room or area the child is in); Administration will respond immediately.
- The lead teacher will manage the child, with the support of the Program Director;
- The assistant teacher(s) will manage the class in large group or designated area;
- Appropriate first aid will be provided;
- If there is any possibility of a head, neck or back injury, the person should not be moved;
- The Program/Center Director will call 911 to request an ambulance if appropriate, then call the child's parents, and then the child's physician;
- If an ambulance is used, the Program Director will designate a staff member to accompany the child to the hospital;
- The Teacher will document every detail in the Illness/Injury Report;
- The Health & Safety Committee will review the situation and determine whether the response could be improved. Their recommendations will be reported to the Board QI Committee.

Drills will be conducted annually. Administration will announce the drill over the intercom and every classroom should act as though the medical emergency is in their classroom. Infants should immediately be placed in their cribs. Toddler rooms and older should gather in a large group meeting place.

### Seizure Policy

For children with a history of seizures, staff members will contact 911 if the child experiences a seizure lasting five minutes, unless the family has instructed differently in their medical information they provide to the school.

For children without a history of seizures, staff members will contact 911 immediately if the child experiences any seizure activity.

A staff member will then follow the medical emergency procedures for "hold all calls" to the child's location.

### "Do Not Resuscitate" Order

Northland Early Education Center recognizes and respects the rights of parents to execute "Do Not Resuscitate" medical directives for their children. Northland Early Education Center is not a provider of medical services. In the event a child appears to stop breathing or appears to be experiencing a serious medical event, staff members will call 911 and follow the Medical Emergency Procedures set forth in the Northland Early Education Center Parent Policies & Procedures. A parent may elect to deliver the DNR order for their child to emergency medical personnel upon the parent's arrival at Northland Early Education Center.

### Missing or Runaway Child Response Plan

The Program/Center Director or their designee

- Staff responsible for the child are responsible for informing the Program Director of the missing child immediately;
- Delegates a search of the surrounding area;
- Notifies police of the missing child;
- Notifies parents or guardians of the situation.

### Dealing with Law Enforcement Officers

If any child while attending Northland Early Education Center is placed in detention by law enforcement officers, NEEC staff will take the following steps:

- The ED or Program/Center Director will notify parents;
- If the parents cannot be reached, staff will use the emergency numbers and a message left for the parents;
- The director will notify other pertinent agencies and persons of the arrest or detention;
- The head teacher will delegate authority of the classroom to the assistant teacher and will accompany the child with law enforcement officials until such time that a parent or a guardian arrives.

If law enforcement officers come to the facility to serve a subpoena, arrest a staff member, serve a search warrant or perform an investigation, the Executive Director should be notified immediately. Staff should cooperate with the officials, and make every effort to keep the situation calm and discrete.

### Bomb Threat

Dealing with a threatening call:

- 1) Signal a second person and let them know you are receiving a bomb threat by motioning with hands or a written message.
  - a. Meanwhile, the second person should:
    - i. Contact administration to report the situation. Administration will determine the need to evacuate the office/building (**DO NOT** sound the fire alarm to alert others)
    - ii. Standby and be prepared to assist the Associate on the phone by clearing out any interfering noises and disruptions, or in any other way necessary.
- 2) Ask the caller to repeat the message-keep them on the line as long as possible
- 3) Listen, and do not interrupt the caller

- 4) Pull out the **BOMB THREAT CHECKLIST** in your Emergency Handbook

Once the caller has hung up:

- 1) Immediately finish the checklist noting all details.
- 2) Report everything you know directly to the Police.

Evacuation Procedures, if necessary:

- 1) Follow any instructions the police provide
- 2) Proceed to the alternate location outside (Mid-Continent library on N side of building)
- 3) Report anything unusual to the police
- 4) Refer reporters to the Police and do not answer questions yourself

Threats in writing:

- 1) Report it immediately to Management and do not discuss with anyone else.
- 2) Keep from handling the paper any further. Without touching it with bare hands, place written threats in an envelope or desk until police arrive to investigate.

Drills will be conducted annually. Administration will announce a bomb threat over the intercom.

All classrooms will proceed to the driveway on the NE side of the playground.

## **Medications**

### **Handling Medications**

All prescription drugs administered at the Northland Early Education Center must arrive in the original pharmacy-dispensed containers.

Medications must arrive labeled with the child's name, instructions, and the prescribing physician's name as required by law.

All non-prescription medication must arrive labeled with the child's name.

Lead teaching staff are responsible for ensuring medication-certified staff members administer each child's medication at the specified time(s). If a unit dosage system is used, the same person who prepares the medication shall also administer the medication and chart the administration of the medication using the agency-approved documentation forms. Under no circumstances may volunteers administer medication to children. Only medication administration certified staff may administer medication to children.

Completed Parent authorization (expire in 30 days) and Doctor's orders (expire in 90 days) are required on all medications (prescription and non-prescription).

Medicines shall be kept in a locked container. Those medications requiring refrigeration will be kept according to the directions in a locked container in a refrigerator separated from food items.

Upon expiration of Doctor Orders (90 days from date on the form), parents will be notified to remove medications that will no longer be administered.

Upon each administration, certified staff will note in the classroom's medication book the date and time of administration, their name, and the quantity of the medication administered.

Non-prescription topical applications require a parent's written authorization, but do not require a written order from a licensed physician unless the topical application states "medicated". A parent's written authorization is in effect for no longer than 30 days. Standing orders for the entire facility shall not be allowed.

In an emergency, the physician may change a prescription via telephone.

Staff shall immediately report errors in administration of medication to the Executive Director, and fill out the Injury/Illness/Risk Report.

### Administering Medications

Medication Administration certified staff must take the following steps when administering any medication to a child attending Northland Early Education Center

1. Ensure all required paperwork is current
2. Wash hands
3. Take the medication from the locked medication box
4. Check the label against the medication sheet for the following information:
  - Name of the child
  - Name of the medication
  - Dosage
  - Medication has not expired
5. Measure out the dosage
6. Double-check the dosage against the medication sheet and the prescription's container
7. Make certain you administer the medication to the correct child
8. Administer the medication
9. Immediately log the appropriate information on the medication sheet
  - Staff name
  - Medication
  - Date
  - Time of administration
  - Dosage administered
10. Put the medication back into the locked medication box
11. Completely rinse and secure the syringe or dropper out of the reach of the children

Northland Early Education Center will not administer any P.R.N. medication.

### Administering/Handling Assistive Feeding Devices

Northland Early Education Center staff will administer tube feedings when written consent from the doctor in the form of: Individualized Child Care Plan or Medication Authorization Form. Upon completion of the necessary forms, classroom staff will be given specific verbal and written instructions by the parent/legal guardian as outlined in the Assistive Feeding Instruction Form. Any amendments to the feeding process must be documented. Documentation may be made by the family or through verbal communication with and recorded by staff.

## **Transportation Checklist**

Contact Northland Early Education Center immediately in  
the case of an emergency:

**816-420-9005**

- A. The following must be included in each vehicle transporting children, other than their own, to/from NEEC:
- a. Cellular Phone
  - b. Transportation Checklist
  - c. First Aid kit
  - d. Blanket
  - e. Flash Light
- B. Each driver must present a valid driver's license and current insurance card before leaving NEEC premises.
- C. A list of each student being transported must be left at the front desk, with the driver's name and cellular phone number included.

ATTACHMENT "A"