



## Exclusion of Sick Children Policy and Procedure

Created: March 15, 2016

Revised: October 17, 2017, October 25, 2018, July 25, 2019, May 6, 2020, June 22, 2020

Reference: Toronto Public Health Guidance Document 2017, 2019, Child Care and Early Years Act, 2014 (CCEYA), Covid -19 Guidance June 16, 2020

Approved by Board of Directors: November 15, 2017

### Policy

Orde Day Care is committed to providing a safe and healthy environment for children, families and staff. We will take every reasonable precaution to prevent the risk of communicable diseases within our locations. Orde Day Care will adhere to the directive established by Toronto Public Health regarding the exclusion of sick children in our learning environments.

### Procedures

As required by the Child Care and Early Years Act, Orde Day care must separate children of ill health and contact parents/guardians to take the child home.

When children are ill, staff will ensure the following:

- Ill children are cared for and comforted by staff, while monitoring symptoms
- Sudden or gradual changes to child's behaviour, sleeping patterns or signs that a child has lost a previous acquired skill (stops feeding themselves) should be communicated immediately to the parent
- Ill children will be separated from other children whenever possible
- Symptoms of illness will be recorded in the child's record of illness sheet and in a **daily log** as per the CCEYA
- The parent/guardian of the ill child will be notified to take them home
- If it appears that the child requires immediate medical attention, **or the parent cannot pick up the child**, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease (refer to Orde Day Care Guidelines for Common Communicable Diseases), please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

### When to exclude

If the staff observe the child with the following symptoms or behaviours, exclusion will occur

- request for child to remain indoors during outdoor time because child is not feeling well
- a fever when a child's temperature is at or above one 99.1 (37.5) when measured in the ear
- listlessness
- vomiting or diarrhea



- undiagnosed rashes or infections,
- red or discharging from eyes or ears
- difficulty breathing, or excessive coughing
- unusual irritability, fussiness and restlessness
- live nits or lice

The parent will be contacted to pick up their child as soon as possible.

### **How to exclude**

When excluding a child, they must be separated by at least 2 metres/6 feet from others. The supervisor's office will suffice; however, if this is not an accessible space then the staff will separate the ill child from others as best as possible. The parent will be contacted to pick up their child as soon as possible.

### **Not Excluded**

Children who are exhibiting signs of a common cold, or those who are moderately ill are allowed to participate in the program as long as they are able to participate in all aspects of the program, this is of particular importance for younger age groups who are more susceptible to illness.

Staff will contact parents if a child is starting to show signs of ill health, particularly younger children (infant-toddlers) but are still able to participate in the activities. The purpose of this call is to inform the parent of the changing health of their child, and the possibility of a request for an early pick up. Families can choose to pick up at this time if they are concerned.

Parents will be informed of this procedure during the orientation of the centre.

### **Surveillance**

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Staff must monitor for an increase in above normal amount of illnesses among other staff, students, volunteers and children by looking at the normal occurrence of illness and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Engage parents in discussion about health of child the night before
- Sudden or gradual changes to child's behaviour, sleeping patterns or signs that a child has lost a previous acquired skill
- Record symptoms of illness for each child
- Record attendances and absences
- Record any outings, special events, visitors, etc.

### **Child returning from exclusion due to illness**

Please refer to the Management of Common Communicable Diseases policy and procedures.



**Procedure Review**

This policy and procedure will be reviewed and signed off by all staff, students and volunteers prior to commencing employment/unpaid placement and annually thereafter and at any time when a change is made.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: