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| Policy Title: | Daily Health Checks | Revision Date: | 7/3/17 |
| Contact Person: | Health Staff | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | Teaching Staff/Site Manager | SPCAA Board Approval Date: |   |
| References: | 1304.47(4)(A) MS 746.501 (26) CFOC 3.1.1, | Advisory Approval Date: |  |
| Related Documents: |  |

**Performance Objective:**

All teaching staff will conduct health checks on a daily basis as the parents are leaving children at the classroom.

**Procedures:**

1. Teaching staff will check each child upon arrival. The routine should be accomplished in a non-threatening manner. This check should be done before the parent or guardian leaves the child in the classroom so those children who appear to be ill can be taken home or to the doctor/ clinic as appropriate. Children who are too ill to participate in class activities should not remain in the classroom with the other children.
2. The following is a list of possible signs and or systems to check:
	* General appearance- body, hair, and clothing clean, emotions, (happy, sad, crying, scared, tired).
	* Fever- may be indicated if child appears fatigued, feels warm to touch, or has rosy cheeks.
	* Severe coughing, runny nose, diaper rash.
	* Swelling or bruises on arms, legs, face, or head.
	* Discharge from eyes, nose, and ears.
	* Sores, cuts, scrape on skin of body (feet, arms, legs etc…)
	* Signs of illness-check for lethargy, red, irritated, watery, or swollen eyes, upset stomach, warm to the touch.
	* Area to watch for- obvious signs of physical or sexual abuse during bathroom breaks/diaper change (bruising, pain during urination or bowel movement, bleeding)
3. If any signs or symptoms are noted, the teaching staff should document specific details on the comment column of what was observed on the Health Check Form.
4. If abuse and or neglect are suspected, the teaching staff should immediately follow the Child Abuse and or Neglect reporting procedure.
5. The teaching staff will document all information on the Daily Health Check form which is kept in a notebook at the site for the Team Leader, Site Manager and health staff to review.
6. **Monitoring**

Monitoring is done in the Fall, Spring and Local Self-Assessment (LSA)/Think Tank to include follow-up. Additional monitoring is done as needed