

CATEGORY: Health and Safety	DATE: October 2015
SUBJECT: Health Policy	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

POLICY STATEMENT

Centennial Infant and Child Centre (CICC) is committed to providing a safe, healthy, and inclusive environment for all children, families, staff, students, volunteers, contractors, and visitors.

CICC recognizes that maintaining children's health and safety is a shared responsibility between the Centre and families. The Centre will take every reasonable precaution to prevent illness and injury, reduce the spread of communicable diseases, respond appropriately to medical emergencies, and support children with medical conditions.

CICC operates in accordance with the Child Care and Early Years Act, 2014 (CCEYA), Ontario Regulation 137/15, applicable occupational health and safety legislation, and current guidance from Toronto Public Health and other public health authorities.

PURPOSE

The purpose of this policy is to establish consistent practices that:

- promote and protect the health, safety, and well-being of children;
- ensure staff are prepared to respond to illness, injury, and medical emergencies;
- support children with medical conditions through individualized planning;
- ensure safe medication administration practices;
- reduce the spread of communicable diseases through effective infection prevention and control practices;
- establish clear responsibilities for staff, students, volunteers, and families; and
- ensure compliance with licensing and public health requirements.

SCOPE

This policy applies to all:

- employees;
- students;
- volunteers;
- placement students;
- contractors and visitors working within the Centre;
- children enrolled in CICC programs; and
- parents/guardians participating in Centre activities.

DEFINITIONS

- **Anaphylaxis:** A severe and potentially life-threatening allergic reaction requiring immediate medical attention.
- **Communicable Disease:** An illness caused by an infectious agent that may be transmitted from one

person to another.

- Individual Medical Plan: A written plan developed for a child with a medical condition requiring monitoring, medication, emergency intervention, or specialized care.
- Medical Emergency: A situation requiring immediate action to protect the health and safety of a child or adult.
- Parent/Guardian: A person legally responsible for the care and decision-making of the child.
- Staff: Employees and other individuals authorized by CICC to provide care, supervision, programming, or support services.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians play an important role in supporting the health and safety of children attending CICC.

Parents/guardians are responsible for:

- providing complete and accurate health information during enrolment;
- informing the Centre of any changes to their child's health, medical needs, allergies, or medications;
- providing current emergency contact information;
- providing required medications, emergency supplies, and updated medical documentation;
- ensuring medications are not expired and are replaced when required;
- providing updated immunization information or applicable exemptions;
- keeping children home when they are ill in accordance with current public health guidance;
- informing the Centre of diagnosed communicable diseases that may affect other children or staff.

FIRST AID

Staff Certification

CICC will ensure that employees counted in the required staff-to-child ratios hold a valid Standard First Aid Certificate including infant and child CPR (CPR Level C or equivalent) as required by applicable legislation.

Staff are responsible for maintaining current certification.

The Centre will maintain records of staff certifications.

First Aid Supplies

CICC shall maintain appropriate first aid supplies to respond to injuries and medical emergencies.

First aid kits shall:

- be available in each classroom, gymnasium, and other designated program areas;
- accompany staff during outdoor activities, community walks, and off-site excursions;
- comply with applicable workplace requirements;
- be checked regularly by a designated staff member;
- be replenished immediately after use;
- have expired supplies removed and replaced;
- remain accessible to adults and inaccessible to children.

First Aid Response

When a child becomes ill or injured, staff shall:

- Assess the situation and provide immediate first aid within the scope of their training.
- Ensure the child remains supervised and supported.
- Follow the child's Individual Medical Plan where applicable.

- Contact Emergency Medical Services (911) when required.
- Notify the Executive Director, Manager, or designate.
- Notify the parent/guardian as soon as possible.
- Complete required documentation.
- Emergency medical authorization shall be obtained from parents/guardians during enrolment.

Documentation

All injuries, illnesses, and medical incidents requiring first aid shall be documented.

Documentation shall include:

- child's name;
- date and time of incident;
- description of illness or injury;
- first aid provided;
- names of staff involved;
- parent/guardian notification;
- follow-up actions.

Parents/guardians shall receive a copy of the incident report. Serious Occurrence procedures shall be followed when required.

MEDICATION ADMINISTRATION

CICC recognizes that some children require medication during program hours to support their health and safety. Medication will only be administered when necessary and in accordance with written authorization, safe storage practices, and Centre procedures.

Authorization and Requirements

Before medication can be administered, the parent/guardian must complete the Centre's Medication Authorization Form.

Medication provided to CICC must:

- be in the original container;
- include the child's name;
- include clear instructions for administration;
- identify the dosage and frequency;
- include an expiry date;
- include pharmacy labelling for prescription medication.

Medication without appropriate labelling or authorization will not be administered. Whenever possible, medication should be administered by the parent/guardian outside of program hours.

Storage and Access

Medication shall be:

- stored according to manufacturer instructions;
- kept inaccessible to children;
- stored separately from food and program materials;
- refrigerated when required;

- monitored for expiry dates.
- Emergency medications must remain immediately accessible to trained staff and shall not be stored in a location that delays emergency treatment.

Unused or expired medication shall be returned to the parent/guardian.

Medication Administration Procedures

Only authorized staff may administer medication.

Before administering medication, staff shall verify:

- the child's identity;
- the medication name;
- the dosage;
- the method of administration;
- the scheduled time.
- Medication administration shall be documented immediately after each dose is given.
- Records shall include:
 - child's name;
 - medication administered;
 - dosage;
 - date and time;
 - staff initials/signature;
 - any observations or concerns.

INDIVIDUAL MEDICAL AND EMERGENCY PLANS

CICC is committed to supporting children with medical conditions so they can safely participate in Centre programs.

An Individual Medical and Emergency Plan shall be developed for any child who has a medical condition that may require monitoring, medication, emergency intervention, or specialized care.

Examples include:

- anaphylaxis;
- asthma;
- diabetes;
- seizure disorders;
- severe allergies;
- other chronic or life-threatening medical conditions.

Development of Plans

The Individual Medical and Emergency Plan shall be developed in collaboration with the parent/guardian before the child begins attending the Centre.

The plan shall include:

- description of the medical condition;
- signs and symptoms requiring intervention;
- emergency procedures;
- required medication and storage information;
- staff responsibilities;
- emergency contact information;
- required accommodations or supports.

Parents/guardians are responsible for providing updated medical information and notifying the Centre of any changes.

Plans shall be reviewed:

- before staff begin caring for the child;
- annually;
- whenever the child's medical needs change.

ANAPHYLAXIS MANAGEMENT

CICC recognizes that anaphylaxis is a serious and potentially life-threatening medical emergency. The Centre will take reasonable precautions to reduce the risk of exposure to known allergens and ensure staff are prepared to respond quickly.

Definition

Anaphylaxis is a severe allergic reaction that can occur rapidly and may result in difficulty breathing, swelling, circulatory collapse, or shock.

Possible symptoms include:

- difficulty breathing;
- swelling of the face, lips, tongue, or throat;
- hives or widespread itching;
- coughing or wheezing;
- vomiting or abdominal symptoms;
- dizziness, weakness, or loss of consciousness.

Allergy Information and Risk Reduction

Families must provide complete information regarding their child's allergies before attendance.

CICC will:

- maintain an Individual Anaphylaxis Plan for each child with a diagnosed anaphylactic allergy;
- ensure emergency medication is available and accessible;
- inform staff, students, and volunteers of relevant allergy information;
- train individuals responsible for the child's care;
- review food labels and ingredient information before serving food;
- encourage children not to share food;
- ensure proper hand hygiene before and after eating;
- clean and sanitize eating surfaces regularly.

The Centre may restrict certain products or activities where necessary to reduce the risk of exposure.

Emergency Medication

Parents/guardians must provide:

- a current prescribed epinephrine auto-injector;
- medication that is clearly labelled with the child's name;
- updated medical instructions.
- Emergency medication must:
 - remain accessible at all times;
 - accompany the child during outdoor activities, evacuations, and off-site activities;
 - be replaced before expiry.

MEDICAL EMERGENCY RESPONSE

The following procedure applies to all medical emergencies, including anaphylaxis, seizures, asthma emergencies, injuries, and other urgent health situations.

Staff shall:

- Remain calm and assess the situation.
- Stay with the child at all times.
- Provide first aid or emergency medication as trained and required.
- Follow the child's Individual Medical and Emergency Plan, where applicable.
- Call 911 when emergency medical assistance is required.
- Notify the Executive Director, Manager, or designate.
- Contact the parent/guardian.
- Continue to monitor and support the child until emergency assistance arrives or responsibility is transferred.
- A staff member shall remain with the child until the child is released to Emergency Medical Services or an authorized parent/guardian.

All medical emergencies shall be documented according to Centre procedures.

STAFF TRAINING RELATED TO MEDICAL CONDITIONS

CICC will ensure that staff, students, volunteers, and other individuals responsible for children's care receive appropriate training before assuming responsibility for children with identified medical needs.

Training may include:

- First Aid and CPR;
- medication administration;
- use of emergency medications;
- Individual Medical and Emergency Plans;
- anaphylaxis response;
- infection prevention practices;
- emergency procedures.
- Additional training shall be provided whenever:
 - a child with new medical needs begins attending;
 - a child's medical plan changes;
 - procedures or equipment change.

Training records shall be maintained by the Centre.

ILLNESS AND COMMUNICABLE DISEASE MANAGEMENT

CICC is committed to maintaining a healthy environment by identifying illness early, following public health recommendations, and implementing appropriate infection prevention and control practices.

The Centre follows current guidance from Toronto Public Health and other applicable public health authorities regarding illness, exclusion from care, communicable diseases, and outbreaks.

DAILY HEALTH OBSERVATION

Children's health will be observed:

- upon arrival at the Centre; and
- throughout the day.

Staff will monitor for changes in:

- behaviour;
- energy level;
- appearance;
- appetite;
- breathing;
- skin condition;
- signs or symptoms of illness.

Any concerns regarding a child's health will be communicated to the parent/guardian and documented as required.

EXCLUSION DUE TO ILLNESS

Children, staff, students, volunteers, and visitors who are experiencing symptoms of illness should remain at home to prevent the spread of infection.

Individuals may be required to remain away from the Centre when experiencing symptoms that:

- prevent them from participating comfortably in daily activities;
- require care beyond what staff can reasonably provide;
- present a risk of transmission to others.

Return-to-care decisions will follow current Toronto Public Health recommendations.

CHILD BECOMES ILL WHILE AT THE CENTRE

If a child develops symptoms of illness while attending CICC:

Staff shall:

- Assess the child's condition.
- Provide comfort and appropriate care.
- Separate the child from other children when appropriate while maintaining supervision.
- Notify the parent/guardian and request pick-up when required.
- Contact emergency services if the child's condition requires immediate medical attention.
- Clean and disinfect areas or materials used by the ill child as required.

The child will remain supervised until they are picked up or appropriate medical care is arranged.

COMMUNICABLE DISEASES

Parents/guardians must notify the Centre when their child has been diagnosed with a communicable disease that may affect others.

CICC will follow Toronto Public Health requirements for:

- reporting communicable diseases;
- notifying families and staff;
- exclusion periods;
- enhanced cleaning measures;
- outbreak management.

When notification is required, the Centre will protect confidentiality and will not identify the individual affected.

Examples of communicable diseases may include:

- chickenpox;
- measles;
- mumps;
- pertussis (whooping cough);
- influenza;
- gastrointestinal illnesses;
- other diseases identified by public health authorities.

OUTBREAK MANAGEMENT

An outbreak may occur when there is an increase in illness above what is normally expected within the Centre.

When an outbreak is suspected or confirmed, CICC will:

- notify Toronto Public Health when required;
- follow public health direction;
- increase cleaning and disinfecting procedures;
- monitor children and staff for symptoms;
- communicate required information to families;
- maintain records as required.

Additional infection prevention measures may be implemented based on the direction of Toronto Public Health.

INFECTION PREVENTION AND CONTROL

CICC uses Routine Practices and Infection Prevention and Control (IPAC) measures to reduce the spread of illness.

These practices include:

- hand hygiene;

- respiratory etiquette;
- cleaning and disinfecting;
- safe diapering and toileting practices;
- proper food handling;
- appropriate use of protective equipment;
- safe management of bodily fluids.

HAND HYGIENE

Handwashing is one of the most effective ways to reduce the spread of infection.

Staff, students, volunteers, and children shall wash hands:

- upon arrival at the Centre;
- before preparing, handling, or eating food;
- before feeding children;
- after diapering or assisting with toileting;
- after using the washroom;
- after contact with bodily fluids;
- after caring for an ill child;
- before and after administering medication or providing first aid;
- after cleaning or disinfecting;
- after removing gloves;
- whenever hands are visibly dirty.

Children will be supported in learning and practicing proper hand hygiene.

Handwashing areas shall have:

- liquid soap;
- running water;
- paper towels or an approved drying method.

DIAPERING PROCEDURES

CICC will follow safe diapering procedures to reduce the spread of infection.

Staff shall:

- gather all required supplies before beginning;
- use gloves when appropriate;
- maintain continuous supervision and contact with the child;
- clean the child from front to back;
- dispose of diapers and contaminated materials safely;
- clean and disinfect the changing surface after each use;
- remove gloves safely;
- wash hands thoroughly after diapering.

Any concerns regarding unusual stool, skin conditions, or signs of illness shall be reported to the Manager or designate and documented as required.

TOILETING PROCEDURES

Children will be supported in developing appropriate toileting and hygiene skills.

Staff shall ensure:

- children wash their hands after using the washroom;
- toileting areas remain clean and sanitary;
- potties and toileting equipment are cleaned and disinfected after use;
- children receive appropriate assistance based on their developmental needs.

FOOD SAFETY AND SNACK PROCEDURES

CICC will follow safe food handling practices.

Staff shall:

- wash hands before handling food;
- prepare food in clean areas;
- ensure food preparation surfaces are cleaned and sanitized;
- review allergy information before serving food;
- follow children's Individual Medical Plans where applicable;
- store food safely;
- prevent cross-contamination.

A current list of food allergies and dietary restrictions will be available to staff responsible for food preparation and supervision.

CLEANING AND SANITIZING

CICC maintains cleaning schedules for classrooms, equipment, toys, washrooms, kitchen areas, and high-touch surfaces.

Cleaning practices include:

- daily cleaning of program areas;
- regular cleaning and disinfecting of toys and equipment;
- immediate cleaning of contaminated materials;
- enhanced cleaning during outbreaks;
- appropriate storage of cleaning supplies away from children.

Toys or materials contaminated with bodily fluids shall be removed from use, cleaned, and disinfected before being returned to children.

RESPIRATORY HYGIENE AND GENERAL HEALTH PRACTICES

Staff will encourage and model healthy hygiene practices, including:

- covering coughs and sneezes;
- using tissues for nose wiping;
- disposing of tissues immediately;
- washing hands after coughing, sneezing, or nose wiping;
- keeping open cuts and sores covered with clean dressings.

PANDEMIC AND PUBLIC HEALTH EMERGENCIES

CICC will respond to pandemics or significant public health emergencies by following direction from:

- Toronto Public Health;
- the Ministry of Education;
- provincial and federal public health authorities.

Measures may include:

- enhanced cleaning and disinfecting;
- increased communication with families;
- exclusion of symptomatic individuals;
- additional screening or monitoring procedures;
- changes to program operations when required.

CICC will maintain a Pandemic/Public Health Response Plan that can be activated when required.

ROLES AND RESPONSIBILITIES

Maintaining children's health and safety is a shared responsibility. All individuals working with or supporting children at CICC have a role in following this Health Policy and related procedures.

EXECUTIVE DIRECTOR/MANAGER OR DESIGNATE RESPONSIBILITIES

The Executive Director, Manager, or designate shall:

- ensure this Health Policy is implemented and followed;
- ensure staff, students, and volunteers receive required health and safety training;
- ensure staff maintain current First Aid and CPR certification as required;
- ensure Individual Medical and Emergency Plans are developed, reviewed, and accessible to appropriate staff;
- ensure medication procedures are followed;
- ensure required health records and documentation are maintained;
- ensure appropriate communication occurs with families regarding health concerns, outbreaks, or public health requirements;
- consult with Toronto Public Health or other authorities when required;
- ensure Serious Occurrence procedures are followed when applicable;
- review and update health procedures as legislation, public health guidance, or Centre practices change.

STAFF RESPONSIBILITIES

All staff shall:

- follow all health and safety procedures outlined in this policy;
- maintain current required certifications and training;
- complete daily health observations of children;
- respond promptly to illness, injury, or medical emergencies;
- follow Individual Medical and Emergency Plans;
- administer medication only as authorized and trained;
- maintain confidentiality regarding children's medical information;
- practice appropriate infection prevention and control measures;
- report health and safety concerns to the Manager or designate;

- complete required documentation accurately and promptly.

STUDENT AND VOLUNTEER RESPONSIBILITIES

Students and volunteers shall:

- review and follow this Health Policy before beginning their placement or volunteer role;
- receive orientation regarding health and safety procedures;
- follow direction from CICC staff;
- maintain confidentiality regarding children's health information;
- report any concerns regarding illness, injury, or safety to supervising staff.

Students and volunteers shall not administer medication or provide medical care unless specifically authorized, trained, and permitted under Centre procedures.

CONTRACTOR AND VISITOR RESPONSIBILITIES

Contractors and visitors working within the Centre shall:

- follow applicable health and safety procedures;
- respect children's privacy and confidentiality;
- follow directions provided by CICC staff;
- report any health or safety concerns observed while on site.

DOCUMENTATION AND RECORD KEEPING

CICC will maintain accurate documentation related to health and safety practices.

Records may include:

- staff First Aid and CPR certifications;
- medication authorization forms;
- medication administration records;
- Individual Medical and Emergency Plans;
- anaphylaxis plans;
- staff training records;
- incident reports;
- illness records;
- outbreak-related documentation;
- communication records with families and public health authorities where required.

All records will be maintained securely and retained in accordance with applicable legislation and Centre record retention requirements.

CONFIDENTIALITY AND PRIVACY

CICC respects the confidentiality of all personal health information.

Health information will:

- only be collected when necessary to support a child's care and safety;
- only be shared with individuals who require the information to perform their responsibilities;
- be stored securely;
- be handled in accordance with applicable privacy legislation and Centre confidentiality practices.
- all employees upon hiring and annually thereafter;

- students before beginning placement;
- volunteers before beginning their role;
- families upon enrolment and when significant revisions are made.

CICC will ensure that all individuals responsible for children's care understand their responsibilities under this policy.