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**COMPONENT: CHILD HEALTH AND SAFETY**

**SUBJECT: CONDITIONS OF SHORT-TERM EXCLUSION AND ADMITTANCE**

**PERFORMANCE OBJECTIVE:** Head Start will temporarily exclude a child with a short-term injury or an acute (short-term) contagious illness that cannot be readily accommodated. Exclusion must be limited to the short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child. The agency must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level through reasonable modifications. Staff must request that parents inform them of any health or safety needs of the child that the program may be required to address. Information must be shared, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.

**POLICY AND PROCEDURE:**

**Short-term Exclusion**

Teaching Staff will perform daily health checks on all children upon arrival and departure of the center and throughout the day in an effort in preventing, recognizing and managing communicable diseases.

Parents/Guardians will be informed of reasons for short term exclusion during Open House.

Children and staff who have any of the following symptoms or conditions will be excluded until either the condition subsides or communication is received from a medical provider stating the child/staff is no longer contagious:

- Upset stomach with diarrhea (runny, watery or bloody stools) or vomiting (more than one time) within the past 24 hours;
- Runny nose, sniffles, unusual cough affecting their ability to function in the classroom;
- Fever of 101° or higher;
- Complaints of unusual pain affecting their ability to function in the classroom;
- Indications of signs of a communicable disease or an unexplained rash (chicken pox, pink eye etc.);
- Lice or nits, scabies;
- Cuts or openings on the skin that are pus-filled or oozing
- Short term injury/accident;

Teaching staff are responsible for contacting the parent/guardian or others listed on ChildPlus Report #1520 in an effort to have an authorized person to pick up the child when situations occur.

Teaching staff are responsible for contacting Central Office to notify the receptionist of the child that was sent home and which classroom the child is in, reason for being sent home, time sent home, and the name of the staff calling.

### **Long-term Exclusion**

In the event a child's accident/injury or illness warrants long term exclusion from the program, staff will work in collaboration with the parent/guardian in arranging for services to continue at home:

- Weekly home visits will be conducted by staff to include but not limited to: Teacher, FSW, Bus/Driver Cooks, Area Coordinator, etc.
- The child's classroom teacher will provide a packet of work with instructions for the child to work on to ensure the child continues progress in the program.

### **Admittance**

Head Start will make every reasonable accommodation in an effort to ensure all eligible children are afforded an equal opportunity to be included in Head Start, regardless of special health needs or medication requirements, so that they and their families may benefit fully from the experience.

In an effort to include children with special needs or special medication requirements as related to a disability and/or chronic health conditions, the Health Services Manager will seek assistance of the Health Advisory Committee, local agencies or organizations, such as hospitals, schools, local health departments, for suggestions and guidance on ways to accommodate the child in the program to ensure:

- Parents/Guardians and medical care providers supply clear, thorough instructions on how best to care for the child in order to protect his or her health as well as health of other children and staff
- The program has adequate health policies and protocols, staff training and monitoring, and supplies and equipment to perform necessary health procedures;
- Reassurance of staff and parents/guardians of other children that their children are at no health risk;
- Promotion of understanding of the child's special health needs, without embarrassing or drawing attention to the child;
- Protection of the privacy of the affected child and their family.