

Child Health and Development Services

Task: Conducting Temperature Checks

Task	Person Responsible	Date to be Completed
1. Children are to have their temperatures checked every two hours to ensure that they do not start running a fever after arriving at school. (ChildPlus Report Temp1)	All Staff	Every 2 hours
2. After child's temperature has been taken indicate on the Daily Temperature Log form if they pass or fail by circling the appropriate "Pass" or "Fail". Children who have a temperature of 100.4 or greater need to be separated from the group and picked up by parent.	Teaching Staff	As Identified
3. Contact Health Services Manager before a child is sent home for a fever to obtain approval.	Teaching Staff	Before child is sent home.
4. Once Health Services Manager approves of a child being sent home due to having a Temperature of 100.4 or greater, they may not return until they are un-medicated and fever free for 24 hours.	Teaching Staff	After approval is given by HSM
5. Contact Central Office to notify the receptionist that a child was sent home early, the time sent home and the reason for leaving early.	Teaching Staff	When child is sent home
6. Temperature Logs are to be sent to the Health Services Manager weekly.	Teaching Staff	Weekly