

# 2023 Biennial Mission Summit – San Juan, Puerto Rico

## **Child Care Emergency and Health and Safety Protocols**

Childcare staff and children will follow all protocols determined by the 2023 Biennial Mission Summit and the site at which childcare will be conducted.

### **Handwashing**

Hand washing is the first line of defense against infectious disease. Staff and children who are developmentally able will be expected to follow hand washing procedures and will be periodically monitored. When necessary, staff/volunteers will assist children with hand washing to successfully complete the task. Soap and water are best but alcohol and/or hand sanitizer will be used when soap and water are not available.

Children and adults will wash their hands:

1. Upon arrival
2. Before and after preparing foods
3. Before and after eating
4. After
  - a. Diaper changing
  - b. Assisting a child in the bathroom
  - c. Changing activities
  - d. Handling body fluids
5. Other times as required or needed.

### **Emergency Protocols**

Although teachers/volunteers working in each age group have CPR and First Aid Certificates, Child Care Volunteers will call 911 if there is a medical emergency, an immediate danger, or a crime in progress.

A staff member/volunteer should implement appropriate first aid or safety measures while waiting for emergency personnel. An injured or sick person should not be moved unless it is safe to do so. Other children should be taken to another area, if possible. In the event of an active threat, immediately implement your emergency plan and call 911 immediately when safe to do so.

Examples of medical emergencies are:

1. Difficulty breathing.
2. Seizures
3. Bleeding which cannot be controlled with direct pressure.
4. Neck, back or head injury, including any head injury that results in vomiting, confusion, or drainage from the nose or ears.
5. Broken bones, particularly if the limb cannot be immobilized adequately for transport or symptoms of shock occur.
6. Severe headache, neck pain or stiffness.
7. Severe abdominal pain, which may be the result of a blow to the abdomen or a hard fall.
8. Unequal pupils.
9. Hives that appear suddenly, especially involving face, lips, tongue, and/or neck.
10. Confusion, lethargy or semi-consciousness.
11. Repeated vomiting by an infant under four (4) months of age.

### **Daily Check-in**

The health and safety of children in the care of American Baptist Churches are a priority. Children in group care typically develop colds or illnesses, we strive to mitigate the spread of illness and rely on parent partnerships to help us.

Dropping your child at care means that parents affirm that their child is well and able to fully participate in daily activities.

### **Incident Report**

Any incident, injury, or accident (an “incident”) that occurs during childcare at **2023 Biennial Mission Summit** must be reported as soon as possible, but no later than the end of the day.

A reportable incident includes:

\* Child incidents while in care (upon arrival and/or during the day)

\* 911 incidents

Incidents must be reported through 2023 Biennial Mission Summit Incident Form. Additionally, volunteers/staff will be responsible for:

1. Completing Incident Report when:
  - a. A child is injured, or a medical-related issue occurs (e.g. seizure, wrong medication, allergic reaction);

- b. arrives with an unexplained injury (e.g. bruising or other injuries discovered after drop); or
- c. a child is harmed by another child, which will require an Incident Report for each child involved.

Exercise judgment to determine if the parent should be called.

\* Any serious incident should involve Leadership.

\* A head or face injury of any nature will always require a call as soon as possible.

Notifying Leadership of the incident.

### **Allergies**

Allergies need to be notified by parents. Parents will complete the form with an allergy description and specific instructions on how to handle the allergy. In the event of an allergy, parents will be called to pick up their child immediately. Staff and volunteers at 2023 Biennial Mission Summit will only administer life-saving medication such as EpiPen if one is provided by family. No other medications will be administered.

### **Illness**

Please do not leave your child with us if they present any of the following:

1. Fever > 100.4 F, regardless of how the temperature was taken.
2. Diarrhea
3. COVID-19 symptoms (fever, sore throat, body aches, loss of taste/smell, cough or difficulty breathing)
4. Severely ill appearance, which may include lethargy/decreased responsiveness, irritability, persistent crying, difficulty breathing or spreading rash.
5. Any illness that poses the risk of the spread of harmful disease to others
6. Any illness that would prevent a child from participating fully in program activities; and
7. Any illness that results in a need for care that is greater than our staff can provide without compromising the health and safety of other children.

If any of these conditions develop or become apparent during care, Child Care staff will contact the family and the child will need to leave the premises. Decisions about whether a child is well enough to attend will be made by teachers.

For a child's comfort and to reduce the risks, sick children need to be picked up within 30 minutes after notification. Until then, the child will be kept comfortable, may be isolated or masked, and will continue to be observed for symptoms.

Children will not be able to return to childcare over the weekend.

**Other Exclusion Criteria:**

Fever

Rash with fever

Abdominal pain

Diarrhea

Vomiting

Ink or Red conjunctiva or yellow eye discharge

Mouth sores with drooling

Uncontrollable cough

Lice