



*Trinity Bellwoods Community
Children's Group/C.A.R.E.*

155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

HEALTH, SAFETY & NUTRITION POLICY



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We follow Toronto Public Health which has updated information on the Infection Prevention and Control for Child Care Centre Operators' Webpage: [Infection Prevention & Control for Child Care Centre Operators – City of Toronto](#).

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The Trinity Bellwoods Community Children's Group/ CARE program adheres to the *Child Care and Early Years Act*, the *Toronto Operating Criteria for Child Care Centres* and **Canada's Food Guide First Nations, Inuit & Métis**. Because of this, it is essential that the Trinity Bellwoods Community Children's Group/ Group has all the necessary medical information for each child, staff and volunteers so that we may respond to medical emergencies and comply with legislation.

When children are enrolled in the program, the following information is required:

- o Name, address and telephone number of doctor
- o Up-to-date- immunizations (continue to update as needed) **OR** affidavit
- o Allergies /Epi-Pen usage and Individual Emergency Plan
- o Dietary restrictions/needs
- o Emergency contacts other than parents who may be available during program hours (names, addresses, relationship to child, telephone numbers)
- o Health condition
- o Prescribed medications and method of administration (doctor's note needed).
- o Individualize Educational or Learning Plans

Outdoor Play and Rest Periods

1. After-school June to September, children will spend 30 minutes of outdoor free play. This will occur:
 - A. When children are picked up after-school at each of their individual schools at 3:15pm, weather permitting, unless otherwise the child's physician or parent advises in writing. During this time, staff will plan and implement experience to support the overall physical health and well being of the children.
 - B. When children walk from their designated school to CARE (takes 30 minutes or more for some schools)
 - C. Whenever children are at CARE for 6 hours or more hours (P.A Days, March Break, December Break), outdoor play will be offered for 2 hours per day, weather permitting, unless otherwise the child's physician or parent advice in writing.

During this time, staff will plan and implement experience to support the overall physical health and well being of the children.
2. Rest periods are offered on an individual basis.

STAFF MEDICAL INFORMATION (see Staff Training & Development Policy)

All staff must provide the following information upon hiring;

- Immunization records (continue to update as needed) **OR** affidavit
- Proof of negative Tuberculin skin test or chest X-ray
- Proof of physical examination by a medical doctor which state staff is physically able to work with children and free from communicable diseases.
- Note: If for medical, religious or philosophical reasons a child or staff is not immunized, an exemption form/affidavit must be completed. Alternative child care arrangements must be made in the event of an outbreak of an infectious disease for which the child & or staff is not immunized.

FIRST AID TRAINING

- Required per the Child Care Early Years Act, all employees, students hired for our after-school program at Trinity Bellwoods
- Community Children's Group/CARE are required to have Standard First Aid with Infant Child CPR + AED certification as part of the hiring process.
- All employees are required to maintain and update their certification every 2 years and provide a copy of their renewal certificate for their file.
- All after-school staff files are reviewed each June to ensure validity of certification. If an employee does not have an
- Updated First Aid Standard Certification at that time, they will need to obtain said requirements prior to returning to work.
- CPR should be reviewed annually.

ILLNESS / MEDICAL CONDITIONS

Prevention of illness is the basis of our health policy. By ensuring that all parents follow our health policies strictly, we are ensuring the best possible environment for each child's development.

Parents must find alternative care arrangements for a child who is too ill to participate in day-to-day activities, or has a contagious disease.

Exclusion of Sick Children Policy and Procedures

Policy Statement

Trinity Bellwoods Community Children's Group/CARE(CARE) is committed to providing a safe and healthy environment for children, families and employees. CARE will take every reasonable precaution to prevent the risk of communicable diseases within our locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CARE regarding the exclusion of sick children in early learning and child care centres.

Applies to

This policy applies to all employees, students, children and any others persons engaged in business with CARE.

Procedures

As required by the Child Care and Early Years Act, CARE must separate children of ill health and contact parents/guardians to take the child home.

When children are ill, child care employees will ensure the following:

- Ill children are cared for and comforted by employees, while monitoring symptoms
- Ill children will be separated from other children when possible
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to take them home; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease (refer to CARE Guidelines for Common Communicable Diseases), please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

When to exclude

Child care employees should exclude a sick child when the child has two signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

Exclusion Examples:

- If a child has diarrhea and a fever that is above normal for that child, then exclusion should occur
- Child has runny nose, fever, generally not feeling well and parents request the child does not participate in outside activities. Exclusion should occur

How to exclude

When excluding a child, they must be separated by at least 2 metres/6 feet from others. In most child care centres, the supervisor's office will suffice; however, if this is not an accessible space then please separate the ill child from others as best as possible.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in the above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child
- Record attendances and absences
- Record any outings, special events, etc.

Child returning from exclusion due to illness

Please refer to the Management of Common Communicable Diseases policy and procedures

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a CARE centre and annually thereafter and at any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained in the individual's file for a minimum of 3 years and a scanned copy posted on the employee's file on the Children's Services' Staffing System.

Reference(s): Toronto Public Health Guidance Document 2017

Approved by: Health & Safety Management and CARE Senior Management

Date Approved: January 2017

Effective Date: January 2017

Management of Common Communicable Diseases policy and procedures

A child **may not** attend the program with the following conditions:

- **Norwalk virus-** *for 24 hour symptom free or 48 hour symptom free during an outbreak. **Must also be reported to Public Health***
- **Measles / Rubella, Red Measles** - *exclude at least 4 days after onset of rash. **Must also be reported to Public Health Officials.***
- **Conjunctivitis** - *24 hours after appropriate antibiotics have started. **Must also be reported to Public Health***
- **Pink Eye-** *until assessed by a healthcare provider.*
- **Mumps** – *for 5 days after the onset of parotid gland swelling. **Must also be reported to Public Health***
- **Whooping cough /Pertussis** - *exclude for 5 days after treatment, or 3 weeks if no treatment given). **Must also be reported to Public Health Officials.***
- **Rubella/ German Measles-** *for 7 days after the onset of rash. **Must also be reported to Public Health Officials.***
- **Scabies-** *for 24 hours after the first treatment is given.*
- **Impetigo-** *Until appropriate treatment with antibiotics for at least 24 hours. Lesions on exposed skin should be covered.*
- **Ringworm** – *until appropriate treatment has been started.*
- **Scarlet Fever** –*for 24 hours after treatment has started*
- **Diarrhea** *until symptom free for 24 hours*
- **Undiagnosed rash** (until evaluated and treated by physician)\
- **Hepatitis A**
- **Tuberculosis**
- **Diarrheal Episodes.** **Must also be reported to Public Health Officials.**
- **Persistent vomiting**
- **High Fever** (accompanied by either a rash, or difficult breathing, or rapid breathing, or poor skin color, or irritability, or listlessness, or seizures)
- **Pneumonia** (until evaluated by a physician)

A **child may attend**, with the following conditions, unless the child is too ill to participate in program activities:

- **Hepatitis B** (*unless open sores are present*)
- **HIV virus**
- **Roseola**
- **Thrush / Candida**
- **Fifth disease Hand, Foot & Mouth Disease**
- **Pinworm**
- **Fever** (only if child is well enough to participate in all activities and has been fever free for 24 hours)
- **Ear Infections**
- **Chicken pox (Must also be reported to Public Health)Common**
- **Cold**

Head Lice

- A. When a child shows signs of sickness at home, it is the parents responsibility to find out what the illness is and to keep the child at home or make alternative child care arrangements if the child's condition is infectious or has yet to be assessed by a medical practitioner.
- B. If a child has been admitted to the program and is showing signs of illness, he/she will be isolated under the supervision of a staff member.
- C. Parents will be contacted immediately, and will be required to pick up their child as soon as possible. Except when child abuse is suspected. In that circumstance, parents will be notified in accordance with instructions given to staff by police and children's aid society.
- D. In accordance with the Child Care Early Years Act, staff are not permitted to give over the counter medications (Tylenol, Tempera, cough and allergy syrups, etc,) without a doctor's prescription and parental authorization.
- E. **Parents must fill out a medication authorization form if prescribed medication is to be given to their child/ children, by a staff member, during operating program hours. All medication given by staff, must be prescribed by a doctor, and be in its original container.**

OUTBREAKS

When an illness affects more than 10% of the program participants (when the number of ill children/staff or children/staff absence due to illness exceeds what's normally expected during a certain time period) or symptoms reoccur over a period of two to three weeks. The situation will be treated as an outbreak (or as indicated by Public Health Officials).

1. **The supervisor or assistant supervisor must immediately contact Toronto Public Health and Report to the Communicable Disease Notification Unit (CDNU) at 416-392-7411 during business hours Monday to Friday 8:30 a.m. to 4:30 p.m. OR fax: 416-392-0047**
2. **Exception for COVID-19: Current provincial guidelines do not require child care centres and schools to report positive cases to Public Health.**

These policies and procedures relate to how child care centres will report diseases of public health significance (DOPHS) or outbreaks to Toronto Public Health, and must include:

- **Who, when and how the centre reports DOPHS or outbreaks to TPH. See the [list of diseases](#) that must be reported.**
 - **TPH contact information. Report DOPHS to TPH immediately by calling the Communicable Disease Notification Unit (CDNU) at 416-392-7411.**
 - **Information on recognizing [signs and symptoms of reportable diseases](#).**
3. Direction and procedures recommended will be followed which may include exclusion, medical testing, and possibly closure.
 4. If an outbreak is considered to be an epidemic, serious occurrence procedures will be

followed. Otherwise, the following steps should be taken:

- a. Isolate all ill children & or send ill staff home.
- b. B. Notify parents or emergency contacts to pick-up ill children as soon as possible.
- c. Exclude ill children/staff until symptom free for prescribed period (as per public health recommendations).
5. Record names, all symptoms and the date/time children/staff became ill.
6. Contact Toronto Public Health to report outbreak- 416-392-7411 or after hours by calling 416-690-2142.
7. Step- up sanitizing procedures. Increase frequency of cleaning and disinfecting.
8. Suspend all water-play / clay or plasticine activities.
9. Reinforce good hand washing with staff & children.
10. Post a notice in the centre to advise parents of the situation.

General Sanitary Precautions

Use latex free gloves when:

- administering first aid
- cleaning up blood spills and disinfecting surfaces
- laundering wet or soiled clothing or linen
- disposing of garbage
- picking up needles (ask Parks & Recreation staff for assistance)

Staff will ensure that all equipment, toys, tables, counters, sinks, appliances, furniture, floor and surfaces shall be cleaned and disinfected through structured and scheduled disinfection procedures.

To disinfect:

1. Gather required materials
2. Put on personal protective equipment
3. Clean the area with water and detergent
4. Apply disinfectant
5. Remove protective equipment.
6. Clean your hands

Bleach and Water Solution (using 5.25% hypochlorite)	Use	Contact Time
5 ml of bleach to 495 ml of warm water 500 ppm Prepare daily	Toys Sensory Play Tables Play Mats Door knobs, tables, counter tops, seating stools, hand washing basin	• Minimum 2 minutes • Allow to air
50 ml of bleach to 450 ml of warm water 5000 ppm Preparation needed if caretaking staff are not able to	Blood Spills Body Fluid Spills Outbreaks	• Minimum 2 minutes • Allow to air dry

clean.		
****CLEARLY LABEL THE CONTAINER ****KEEP OUT OF REACH OF CHILDREN ****MINIMIZE MIST WHILE APPLYING		

Disinfectants:

- The disinfectant must have a drug identification number (DIN) from Health Canada.
- All disinfectants will be approved by our public health inspector; Bleach & Sunni Stuff Disinfectant DIN:02293315 have been approved for use. Both of these have a broad spectrum of antimicrobial effectiveness, are fast acting (e.g., disinfectant will carry a rapid and realistic contact time)

Surfaces:

- Tables and designated countertops used for food preparation and food service will be cleaned and disinfected before and after use each day.
- High-touch surfaces which have frequent contact with hands – i.e. doorknobs, toys, cribs/cots, light switches and computer keyboards, etc., will be cleaned daily and more frequently during outbreaks.
- Low-touch surfaces which have minimal contact with hands – i.e. floors, walls and windowsills will be cleaned on a regular basis and/or when soiling and spills occur by City of Toronto (building) caretaking staff.

Other:

- Floors will be cleaned daily by caretaking staff and promptly if there are blood/bodily fluid spills.
- Floor Mats will be cleaned and disinfected daily but if cleaning is adequate it will be removed.
- Children's soiled linen will be put into a plastic bag and put in a children's cubby for families to take home and launder.

TOYS

Toys and play-based learning enhance children's sense of touch, sight, taste, smell and hearing, but toys are also excellent transmitters for the spread of disease-causing microorganisms.

In order to reduce the risk of disease transmission to children when playing with toys and sensory play materials, staff, student/volunteers and children will follow the following procedures:

- Toys will be inspected for damage, cracked or broken parts and any broken ones are discarded.
- Toys will be maintained in good repair
- Toys will be cleaned prior to disinfection using the 3 compartment sink method for cleaning and sanitizing.
- Toys will be air-dried before putting them into storage.
- Large toys (too big for the commercial dishwasher) will be cleaned with a soap solution, disinfected with bleach and wiped dry.
- Plush toys are not used at the centre.

Staff will keep a log of the cleaning and disinfecting schedule.

Frequency of cleaning and disinfecting will vary depending on and the handling of the toys/equipment.

- Frequently touched toys will be cleaned and disinfected monthly (or as necessary).
- Toys that are mouthed: or that are otherwise contaminated by body secretions will be cleaned with water with detergent and then disinfected before handling by another child.
- If an adult witnessed that a toy has been mouthed by a child, that particular toy will be put aside or in a separate bin immediately. The toy will be washed with detergent (with other toys or dishes) and then put through the dishwasher.
- : because of its high water activity is likely to allow the growth of pathogens than **Homemade play dough** the store-bought play dough; homemade play dough will be discarded daily.
- **Store-bought play dough** will be discarded according to the manufacturer's recommendations and disposed of immediately if there is an outbreak.
- Sensory play equipment: such as communal sensory play bins/tubs will be cleaned and disinfected after they are emptied and before they are replenished with new items.
- Water play tubs/water play tables (if in use) will be emptied and sanitized after each use.
- Wading Pools are not used in our programs; water sprinklers are used as an alternative.
- Toy storage boxes/cupboards: will be emptied, cleaned and disinfected as necessary.
- Toy bins will be monitored for pest activity.
- Shared electronic games, video equipment and computers (if used): will be cleaned and disinfected between users.
- Computer keyboards shall be cleaned and disinfected.

Sensory, Arts & Crafts and Outdoor Play Activities

Play is essential for every child's development. However, sensory play materials can become contaminated with germs. It is important that child care centres take measures to create a safe, healthy environment for children during play.

Child care centres must have a written [policy and procedure](#) in place that clearly identifies IPAC measures for sensory play activities:

-
- Staff and children must wash their hands before and after participating in sensory play or arts and crafts activities.
 - Do not eat or drink while participating in sensory play or arts and crafts activities.
 - Sensory play bins that contain dry materials must be cleaned and disinfected after they are dumped and before replenishing.
 - During an outbreak in the child care centre, all group sensory play must be paused until the outbreak is over. Sensory play items that were in use prior to the outbreak (e.g., play dough) must be discarded.
 - All sensory play materials must be age-appropriate and safe for use by children.
 - Sensory play materials such as water, dry pasta, purchased sand, playdough and slime,

- clean snow, pine cones, twigs and leaves may be used.
 - Sensory and craft play materials such as sand, gravel and other soiled materials obtained from outdoor locations; meat trays, soiled egg cartons or toilet paper rolls; manure or other products containing possible fecal matter; or chemicals must not be used.
 - When considering sensory play and arts & craft materials refer to Health Canada's [Use arts and crafts materials safely](#) webpage.
-

Water Play Tables

- Staff and children must wash their hands before and after using the water play table.
 - Toys used for water play must not retain water, as they can provide an environment for bacterial and/or mould growth.
 - Toys used for water play must be cleaned and disinfected after each session.
 - Water play tables must be emptied, cleaned and disinfected after each session.
 - Fresh, clean water must be used for each session. When not in use, water play tables should be kept covered.
-

Playdough

- Staff and children must wash their hands before and after handling playdough.
 - Homemade playdough or slime, due to its high moisture content, is more likely than store-bought playdough or slime to harbour and allow for the growth of microorganisms.
 - Used homemade playdough and slime must be discarded daily.
 - Unused homemade playdough/slime may be stored in the refrigerator for up to one week.
 - Store-bought playdough must be discarded according to manufacturer's instructions.
 - **If playdough is mouthed or if an outbreak is declared, it must be discarded immediately.**
-

Sand Play

- Use only sand that is pre-packaged, sealed, and labelled as play sand. **Sand must not be brought in from outdoors.**
- **Purchased sand must be silica-free**, as the presence of silica can cause respiratory problems.

- If sand becomes wet from water, air dry the wet sand thoroughly overnight, before covering the play table.
 - Food and animals must be kept away from the sand. If the sand becomes wet or contaminated from a substance other than water, discard it immediately.
 - **Sand for indoor sand tables must be replaced weekly, at a minimum, or more often if required. When the sand is emptied, the play table must be properly cleaned and disinfected before being refilled.**
 - Consider sun safety and limit exposure to sun when children are playing outdoors. Position outdoor sandboxes in well-shaded areas when in use or, if not possible, provide a protective shade cover over the sandbox.
 - Sand must be rake and visually inspected sandboxes for signs of contamination and safety hazards before each use.
-

Food Sensory Play

- Certain food products, including cereal, dry pasta, rice, and dry beans, are sometimes used for sensory play.
 - **If food items are used for sensory play, only dried food products should be used. Raw food products (e.g., raw flour, eggs) must not be used.**
 - Dried food products must be labelled and stored in a sealed container with a tight-fitting lid. These food items should not be intended for consumption, and must not be stored with food intended for consumption.
 - Dried food products used in group activities must be discarded weekly. If the dried food product becomes wet or contaminated, it must be discarded and replaced.
 - After use, when a sensory play table is emptied, it must be properly cleaned and disinfected prior to being refilled.
-

Natural Products

- Natural products, such as pine cones, twigs or leaves are sometimes used for sensory play activities.
 - If natural products such as these are used for sensory play, each item must be assessed before being placed into circulation.
-

Arts & Crafts

- When choosing materials for arts & crafts, child care centres must use materials that are

safe for children.

-
- Read product labels and warnings.
 - Choose age-appropriate, non-toxic, non-allergenic, and non-edible arts & crafts materials.
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- To help ensure arts & crafts materials are safe for children, refer to Health Canada's [Information for Art Class Teachers on Chemical Safety](#).
 - Materials used for arts & crafts must be stored out of reach of children when not being used.
-

Gardening

Gardening can be a wonderful learning experience for young children, giving them an opportunity to care for something over time and to develop an appreciation for nature.

Child care centres must:

-
- Use gardening soil and plants that are safe for children and staff.
-
- **Soil must not contain manure, or other products containing fecal matter or chemicals.** Avoid the use of chemical pesticides and/or herbicides.
 - For more information regarding soil quality, identifying potential sources of soil contamination, or collecting and interpreting soil samples, please see Toronto Public Health's [soil and gardening guidelines](#).
-
- Supervise children during gardening activities.
-
- Do not allow children to place their hands or objects into their mouth or eat soil or plants during gardening.
 - Outdoor gardens must be located in an area that is safe for children.
-
- Use gardening tools appropriate for children.
 - Have staff and children wash their hands with soap and water after participating in gardening activities.
-

When planning a garden it is important to consider previous and current land use practices of neighbouring properties. Some actions to consider include:

-
- Build a raised bed garden (child-sized plots) or use planters or pots.
 - Protect soil from animals (e.g., mesh, fencing).
 - Wash produce thoroughly.
 - Peel root vegetables before you eat them.
 - Eliminate stagnant water to prevent mosquito breeding sites.

- Select plants that are not poisonous. Special care should be taken in selecting those that do not cause allergic reactions.
-

Use arts and crafts materials safely

Using arts and crafts materials can be fun, but some may pose health risks. Always follow all of the safety instructions on the product label.

Health risks

Cuts are the most common injury from working with arts and crafts materials. Some materials can also cause:

- poisonings, if swallowed
- burns or irritation to skin or eyes
- poisonings, if toxic dust or fumes are inhaled (breathed in)

These dangers are even greater for young children, who are naturally curious and put things in their mouths.

STOP arts and crafts project for a while if you:

- **feel ill**
- **have headaches, dizzy spells or severe mood swings**

Get fresh air to see if you feel better. These symptoms could be warning signs that you need to take more steps to protect your health. If symptoms continue or return, get medical advice.

Risks if you are pregnant

Arts and crafts materials may pose additional risks if you're pregnant. If you're pregnant or planning to get pregnant, talk to your health care provider about the risks of these products.

General safety tips

- Learn the right techniques. Learn all you can about the materials and techniques you're using. Take classes or get professional advice.
- Look for safer alternatives. Look into the potential hazards before you try (or buy) new arts and crafts materials.
- Keep materials in their original containers. You'll be able to read label instructions and emergency advice.
- Always follow the safety instructions on the labels.
- Do arts and crafts in an area where the air circulates well. Work outside, open a window

- or use a fan.
- Keep a fire extinguisher close by.
- Know emergency numbers. Keep the phone number of your nearest [poison centre](#) handy. Call right away if you suspect poisoning.
- Use personal [protective equipment](#). This includes:
 - goggles or prescription eyeglasses to protect your eyes from splashes or small objects
 - earplugs to protect against loud noises
 - rubberized gloves to avoid getting solvents or acids on your skin
 - dust masks or respirators to prevent breathing in dust or fumes
 - any other equipment recommended in product instructions
- Remove your [contact lenses](#) when you work. They can trap dust or splashed liquids, which could damage your eyes. Use your prescription glasses instead.
- Keep arts and crafts materials away from food and drink. You will reduce the risk of swallowing dangerous materials by mistake.
- Wash up. [Wash your hands](#) (and clothing, if needed) after you finish working.
- Store carefully. Keep hazardous materials out of the sight and reach of children and pets.
- Dispose of materials carefully. Contact your municipal waste facility for information on safe disposal of any hazardous materials.

Tips to help keep children safe

- Keep materials not meant for children out of their sight and reach.
- Buy kid-friendly products. Choose products labeled for children's use.
- Pay attention. Stay in the room and be attentive when children use arts and crafts materials.
- **Do not use slime recipes that contain [boric acid](#).**
- **Keep children away from:**
 - shellac
 - boric acid
 - craft dyes
 - paint strippers
 - ceramic glazes
 - copper enamel
 - solder for stained glass
 - powdered clays and paints
 - paint that's not clearly labelled as safe for kids
- Check the label for the ingredients of the product before you buy.

Related links

- [Boric acid](#)
- [Lead-based paint](#)
- [Safety with radar activity book](#)
- [Information for art class teachers](#)
- [Tips to protect your family from chemicals and pollutants](#)

LAUNDRY

Bedding materials and improper laundering of bedding materials may increase the risk of communicable disease transmission.

- Cushion covers, drama clothing, table clothes, etc. will be gathered into a laundry hamper or basket, transported to the laundry room and put into the washing machine directly by staff. Items will be dried in the dryer and folded and distributed back to the prospective rooms and stored separately from soiled or dirty items.

Hand Washing

Staff, students, families, volunteers, visitors and children will wash their hands:

1. Upon arrival and/or entry into any room.
2. Before initial contact with children or handling items in the room;
3. Before and after glove use,
4. After toileting
5. Before preparing, handling or serving food or giving medication
6. After treatment/care involving blood, body fluids, secretions and excretions of children or Staff, even if gloves were worn
7. Before and after handling pets that visit the centre.
8. Staff will assist children with cleaning hands before eating snacks and lunches and after washroom routines. In addition, whenever children dirty their hands while playing in the room and during outdoor play.

Hand Sanitizer and Soap and Water:

- a) Staff will use Hand sanitizing with ABHR (alcohol-based hand rubs) containing 70% to 90% when hands are not visibly soiled. ABHR product that contains an emollient (moisturizer) is strongly recommended because it will decrease "irritant contact dermatitis" under frequent use conditions".
- b) Staff will wash hands with soap and running water when hands are visibly soiled. It is in the mechanical action of washing, rinsing and drying that is the most important contributor to the removal of transient bacteria. If running water is not available, then use a moistened towelette to remove the visible soil and follow by ABHR - i.e. in the playground or on a field trip.
- c) **Please note: Children can use ABHR if there is parental consent and the form is kept on file.**

Dispenser containers will be checked for soap/ABHR by (early/opening) Staff & should the containers be empty extra soap/ABHR will be available to refill the containers or replace with new bottles.

GLOVES USE

Gloves are an excellent barrier device for reducing the risk of communicable disease

transmission. However, improper glove use (re-using gloves and gloves not free of leaks) has been linked to transmission of pathogens such as methicillin-resistant *Staphylococcus aureus* (MTSA) and gram-negative bacilli.

1. Gloves must be worn by Staff when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces.
2. Gloves must be appropriate for the type of activity and single use ONLY!
3. Hand hygiene must be practiced before putting on and after taking off gloves
4. Gloves must be removed immediately and discarded into a waste receptacle after each use

*** Use rubber gloves when handling chemical agents and for cleaning and disinfection and medical-type gloves (latex free) for diaper change

*** Use gloves that are clean and dry & as short a time as possible to reduce skin irritation.

1. Inform supervisor or assistant supervisor. 2. Supervisor or assistant supervisor to inform the family. 3. Supervisor or assistant supervisor to inform the Board Of Directors. 4. Report Serious Occurrence to Ministry www.one-key.gov.on.ca within 24 hours.	1. Complete incident/accident report & forward to supervisor. 2. Parents to sign a report. Provide copy if needed. 3. File reports, make copies.	1. Complete Serious Occurrence Follow Up report with www.one-key.gov.on.ca 2. Continue to follow up and report until the Ministry closes file.
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NUTRITION

The Trinity Bellwoods Community Children's Group/ CARE program adheres to the *Child Care and Early Years Act*, the *Toronto Operating Criteria for Child Care Centres* and **Canada's Food Guide First Nations, Inuit & Métis**.

The Trinity Bellwoods Community Children's Group/ CARE provides an afternoon snack each day the children are in attendance for 6 hours or more.

A morning snack is provided whenever the centre is open for full day programming/child care.

- School-age children will receive a healthy snack from at least 2-3 food groups from the **Canada's Food Guide First Nations, Inuit and Métis**.
- Water will be available at all time (water fountains, disposable cups and water jug available in the room or outdoor site)
- Snack menu indicates the food item being served. Menu are kept on file and posted.
- If applicable catering companies are provided with a copy of children's allergies as well

as other nutrition information as needed whenever there are changes or with the arrival of new participants.

- Children eat their meals while sitting down under the supervision of staff.
- Trinity Bellwoods Community Children's Group CARE is a peanut free zone. Milk or dairy products may be omitted if allergies are present.
- When allergies/ food restrictions are present in the child's diet, an alternative product is made available to that child. Depending on the allergy, the family may need to provide their own alternative snack particularly when there are many allergies present.
- Our snack is catered. The 2 week menu rotation is posted on the Parent Information Board and in the main CARE room.
- Menu will from time to time be approved/revised by a registered dietician.

Recommended Number of Food Guide Servings per Day

Age in Years	Children			Teens		Adults			
	2-3	4-8	9-13	14-18		19-50		51+	
Sex	Girls and Boys			Females	Males	Females	Males	Females	Males
Vegetables and Fruit	4	5	6	7	8	7-8	8-10	7	7
Grain Products	3	4	6	6	7	6-7	8	6	7
Milk and Alternatives	2	2	3-4	3-4	3-4	2	2	3	3
Meat and Alternatives	1	1	1-2	2	3	2	3	2	3

Supervisor

- Sends menus to dietitians , or the catering company's dietitian, on an as needed basis for approval or whenever there are changes to the menu.
- Meets with parents regarding allergies and/or special requests.
- Coordinates communication among **CARE** staff regarding allergies and special diets
- Ensures all food service staff have, or are in the process of obtaining, current Food Handler Certification recognized by Toronto Public Health (renewed each June to September, every 5 years).

Staff

- Post children's food allergies in all rooms where food is served.
- Create opportunities for children to learn about and build skills around healthy eating.
- Encourage children to drink water throughout the day to keep hydrated.

- Comply with relevant policies and procedures, which include, but are not limited to those listed under the “Cross Reference” section of this policy

Students/Volunteers

- Support staff members in planning and executing healthy eating activities
- Encourage children to drink water throughout the day to keep hydrated
- Comply with relevant policies and procedures, which include, but are not limited to those listed under the “Cross Reference” section of this policy.

MEDICATION ADMINISTRATION

The following requirements must be adhered to by all parents and staff in order for medication to be administered to children at Trinity Bellwoods Community Children’s Group/ CARE. (see Medication Administration Policy)

1. Only prescription medication can be administered. Procedure for administration must take extreme care with regard to dosage, time, storage, etc.
2. A doctor must prescribe all medicines. This means that a pharmacist’s label must be attached to the original container showing that a doctor has prescribed the medicine. This includes any and all over-the-counter medications.
3. No medication will be given if it has been prescribed to another member of the family, or if it has expired. It must have your child’s name on it, along with the date.
4. The child’s parents must complete a Medication Dispensing Information form and clearly state the type of medication, the dosage & duration, time & dates it should be given.

We understand that drop off/ and pick up times may be rushed. However, child care staff are bound by these regulations and it’s imperative that the above guidelines be carried out each and every time medication is to be administered during childcare hours.

5. The supervisor/director or assistant, will;

- a) designate a staff person to administer medication.
- b) meet with the parents to review and agree to an acceptable solution if staff are not comfortable or do not have proper training , or the facilities are not appropriate.
- c) provide 2 locked containers for proper storage.

6. Program staff will;

- a) review medication policy and provide parents with consent forms.
- b) ensure parents sign each entry
- c) sign the medication form after administering medication stating the amount given, the amount given, the time and date of medication administration.
- d) no child’s absences & date of medication completion on child’s chart.
- e) return all unused medication to parents.
- f) store medication as instructed in locked containers.

7. The parents will:

- a) bring prescription medication or non prescription medication with written approval/directions from the doctor
- b) bring medication in the original container clearly labelled with the child's name, name of medication, dosage, time of administering, date of purchase, expiration date, limitation, possible side effects, instruction for storage, dosage.
- c) signed medication consent
- d) accept responsibilities for any costs incurred to provide the centre with written medical notes.
- e) sign each entry each day.
- f) alert staff of any possible side effects.

INJURIES AND MEDICAL EMERGENCIES

If a child is injured or a medical emergency arises **administer first aid and obtain immediate medical care.**

MINOR INJURIES

<u>INITIAL NOTIFICATION</u> (within 24 hours)	<u>COMPLETE DOCUMENTATION</u> (within 24 hours)	<u>INJURY FOLLOW-UP</u>
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Notify child's family when child's picked up If a child is distressed at time of injury, immediately contact the family.	1. Provide First Aid 2. Complete incident/accident report & forward to supervisor. 3. Parents to sign a report. Provide copy if needed. 3. File report	1. Check with parents within 24 to 48 hours to see how the child is doing. 2. Note any changes in incident/accident report. 3. Continue checking with family until the injury has healed &/or the child has resumed normal activities.
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MEDICAL EMERGENCIES (follow Serious Occurrence Policy guidelines if needed)

Sun Safety and Smog Alert Policy and Procedures

The Trinity Bellwoods Community Children's Group/ CARE will make every attempt to reduce children's risk and exposure to heat and smog. The definitions of heat and smog alerts, sun safety guidelines, preventative measures of smog and heat, and procedures during a smog or heat alert are outlined below.

Heat Alert:

The Toronto Public Health staff are responsible for monitoring the Heat Health Alert System and decide when a Heat or Extreme Heat Alert will be issued from May 15 to September 30 of each year. **Heat Alert** is when a mortality is increased by 25 to 50 percent due to forecast weather conditions in comparison to a typical day.

Extreme Heat Alert is when a mortality is increased by at least 50 percent due to forecast weather conditions in comparison to a typical day.

Smog Alert:

According to the government of Ontario, smog is defined as "a mixture of air pollutants, dominated by ground-level ozone and fine particulate matter." The Air Quality Index (AQI) is an indicator of air quality and is a standardized measure for smog.

There are three categories of air quality:

- 1) **Good:** AQI ranges from 0-31, 2)
- 2) **Moderate:** AQI ranges from 32-49
- 3) **Poor:** AQI is expected to be at least 50.

Sun Safety Guidelines:

- Upon registration, parents are asked to read and sign the sunscreen policy.
- In the Art in the Park program, children are not playing in direct sunlight during the hours of 11:00 am and 4pm.
- Parents and guardians are asked to apply sunscreen on their child/children prior to the arrival of the childcare center and to provide children with their own bottles of sunscreen and water bottles.
- Children are recommended to wear a hat with a wide brim or with a flap to help shade eyes, ears and neck areas, long-sleeved shirts, and long pants to protect skin from excessive sun exposure.
- If children do not have their own sunscreen with them, the center's sunscreen will be used.

Preventative Measures:

- The Trinity Bellwoods Community Children's Group/ CARE subscribes to the Toronto Public Health's heat alert email system and will notify parents and children once a smog or heat alert has been issued.
- A "How to beat the heat" document downloaded from the Toronto Public Health website is posted on the parent bulletin board throughout the Art in the Park program.
- Fresh water is available at the childcare centre, and children are encouraged to drink water frequently.
- Staff are to watch-out for symptoms of heat related illnesses, including dizziness or fainting, nausea or vomiting, headache, rapid breathing and heartbeat, and extreme thirst.

Procedures during a Smog or Heat Alert:

- Limit or avoid intense physical activities.
For the Art in the Park program, children will be asked to move to the Trinity Community Recreation Center.
For the CARE program, children will remain indoors. Physical activities may occur in the gym of the Trinity Community Recreation Center depending on room availability.
- CARE program children will stay indoors; physical activities may happen in the gym if available.
- We monitor children closely for signs of heat-related illness and act immediately if needed.
- We make sure children stay hydrated, take regular breaks, and play in shaded or indoor areas.
- We keep blinds closed during the day to reduce heat indoors.
- We avoid using heat-producing appliances during hot weather.

Recognizing Heat-Related Illness in Children

Watch for these symptoms:

- Fussiness or crankiness
- Excessive thirst
- Dry mouth, skin, or tongue
- No tears when crying
- Shallow breathing
- Sunken eyes or soft spot on head (infants)
- Difficulty breathing

Extreme heat, and heat related illnesses, are especially dangerous for infants and young children.

Heat illnesses include heat stroke, heat exhaustion, heat fainting, heat edema (swelling of the hands, feet and ankles), heat rash (prickly heat) and heat cramps (muscle cramps). They are mainly caused by over-exposure to heat or over-exertion in the heat, and if not prevented, can lead to long-term health problems and even death.

Children most at risk include those with breathing difficulties (asthma), heart conditions, kidney problems, mental and physical disabilities, developmental disorders, diarrhea, and those who take certain medications.

Heat stroke is a medical emergency! If a child has a high body temperature and is unconscious, confused or has stopped sweating, **we call 911 immediately!**

WHILE WAITING FOR HELP, cool the child right away by:

- Moving them to a cool place.
- Applying cold water to large areas of the skin or clothing.
- Fanning the child as much as possible.

Staff Responsibilities

- Staff must check for weather alerts daily and follow this policy.
- Staff will remind children to drink water and reapply sunscreen.
- Staff must watch children closely for signs of heat illness or discomfort.
- If a child shows signs of heat illness, staff will act quickly: cool the child down, give fluids, and notify the parent immediately.
- All incidents or accidents related to heat or smog must be recorded in the incident/accident report and shared with supervisors and parents promptly.

Signs and symptoms of heat-related emergencies

The signs and symptoms listed in **bold** in the table above are the most serious. Call EMS/9-1-1 immediately if any of these are present. Otherwise, provide care and monitor closely.

	Heat Exhaustion	Heat Stroke
Skin	- Moist - Warm	Dry Hot
Physical	- Headache - Weakness, exhaustion Nausea, vomiting Fainting	Seizures Coma Severe headache
Mental	Anxiety Dizziness	Altered behaviour irritable, aggressive, bizarre
Breathing	Normal	Rapid Shallow

Parent Responsibilities

- Apply sunscreen before drop-off and send a labelled sunscreen bottle for reapplication.
- Dress children in light, breathable, sun-protective clothing.
- Provide a refillable water bottle daily labelled with the child's name.
- Inform staff of any medications that might increase sun or heat sensitivity.

Additional Resources for Hot Weather Preparedness

- To prepare for hot weather, please refer to the [Hot Weather Plan for Child Care Centres – City of Toronto](#) for detailed guidance and planning tips.
- Health Canada offers a valuable resource titled “[Keep Children Cool! Protect Your Child from Extreme Heat](#)”, which is ideal for sharing with parents and guardians.

- Plan outings to local cooling options such as those listed on the [Swimming & Water Play – City of Toronto](#) page.

For further assistance, contact **Toronto Public Health** directly:

- **Phone:** 416-338-7600 (Monday to Friday, 8:30 a.m. – 4:30 p.m.)
- **Email:** publichealth@toronto.ca

PEST CONTROL

Pest infestation is a health hazard and a risk for structural damage.

Pest such as mice, rats and cockroaches pose a potential health risk as they are known to carry disease and can trigger or worsen asthma symptoms in individuals.

Our Centre will follow and implement an Integrated Pest Management (IPM) program. The core principles of IPM involve eliminating pests' access to food, water and shelter (College of Agricultural Sciences, 2015).

1. Regular cleaning of rooms (especially food preparation areas), closets, cupboards and storage areas.
2. Minimizing clutter accumulation inside and outside the facility to eliminate harborage sites for rodents/vermin.
3. Ensuring that food and sensory play materials (e.g. flour) are stored in labeled plastic containers with tight fitting lids.
4. Regularly inspecting both the exterior and interior structures of the building by identifying pest access into the building. •
5. Monitoring for pest activity such as live or dead rodents/vermin and/or their feces.
6. Once pest entry is identified, respective building Park & Recreation management and caretaking staff will be informed.
7. Professional pest control treatment will commence immediately upon identification of any pest infestation in the facility.

PETS AND ANIMALS

There are risks involved when children come in contact with animals. These risks include allergies, injuries and infections. For this reason, we will not have pets at our centre and also discourage children and staff from petting animals unless these animals are part of a workshop being conducted by trained professionals.

All animals are prohibited to be pets and as visitors at our centre Centre .

Expectations for Pet Handling:

Because of our Centre's location, within Trinity Bellwoods Park, many of our families will from

time to time, walk their pets in the park. Children will often gravitate to animals/pets which may seem familiar to them (but not to Staff) and would want to pet these animals. Staff should discourage petting any animals, unless the animal is the child's pet and the parent is present. Additionally;

1. Staff will teach children on the humane and safe procedures to follow when in close proximity to animals
2. Children will not feed the animals or have food or drink in proximity of the pets
3. Animals will be housed within some barrier (e.g. cage) that protects the children
4. Animals are not to be in food preparation area
5. Animal's bites will be immediately reported to Toronto Public Health.
6. During workshop presentations, Staff must ensure that that professional animal handler's instructions are followed

RESPIRATORY ETIQUETTE

The spread of microorganisms that cause respiratory infections is spread more easily in settings where people are in close contact, especially in the Centre. Our Child Care Centre Staff will reinforce with children, other Staff, and visitors the personal practices that help to prevent the spread of the microorganisms that cause respiratory infections.

1. Not attending the Centre when acutely ill with a respiratory infection.
2. Minimizing contact with respiratory droplets when coughing or sneezing by: - Turning the head away from others (e.g. "sneeze into the sleeve" and "cover your cough") - Maintaining a two-metre separation from others (when possible)
3. Covering the nose and mouth with tissue - Immediately disposing the tissues into waste baskets/bins after use and washing your hands.
4. Practice proper hand hygiene (refer to section on Hand Hygiene above)

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

Dealing with a Human Biting incident Policy and Procedures

Trinity Bellwood Community Children's Group/CARE is committed to providing a safe and healthy environment for children, families and employees. CARE will take every reasonable precaution to prevent the risk of injury and infectious disease within our locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CARE when dealing with human biting incidents in early learning and child care centres.

Applies to

This policy applies to all employees, students, and any other persons engaged in business with CARE.

Procedures

When a human biting incident occurs employees must follow the procedures outlined below:

If the skin was not broken:

- Perform hand hygiene and put on gloves
- Clean the wound carefully with soap and water, apply a cold compress
- Dispose gloves and perform hand hygiene
- Put on clean gloves and rinse the biter's mouth with water (for infants, provide a drink of water). Dispose of gloves and perform hand hygiene
- Contact the parents/guardians of those involved in the incident and advise them to contact their health care provider regarding post-exposure advice; remember to keep information confidential regarding the biter/bitee's identity. You can inform the parents if the other child's immunization is up to date without releasing the identity of the other child. Complete an accident report and log information into a log book per CCEYA requirements.

If the skin was broken:

- Perform hand hygiene and put on gloves
- Observe both children to see if there is any blood involved
- If there is blood, allow the wound to bleed gently without squeezing
- Clean the wound carefully with soap and water, apply a cold compress if appropriate
- Dispose gloves and perform hand hygiene
- Put on clean gloves and rinse the biter's mouth with water (for infants, provide a drink of water). Dispose of gloves and perform hand hygiene.
- If it is known that either child has hepatitis B, C or HIV, report the incident to TPH immediately and ensure the confidentiality of the children and families
- Contact the parents/guardians of those involved in the incident and advise them to contact their health care provider regarding post-exposure advice. Remember to keep information confidential regarding the biter/bitee's identity. You can inform the parents if the other child's immunization is up to date without releasing the identity of the other child.

Complete an accident report and log information into a log book as per CCEYA requirements.

If employees or parents have questions or require additional information when a biting incident occurs, please contact the TPH Bloodborne Disease team at 416-338-8400 or CDCBloodborne@toronto.ca.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a CARE centre and annually thereafter and at any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained in the individual's file for a minimum of 3 years and a scanned copy posted on the employee's file on the Children's Services' Staffing System.

Reference(s): Toronto Public Health Guidance Document 2017
 Approved by: Health & Safety Management and CARE Senior Management
 Date Approved: January 2017
 Effective Date: January 2017
 Next Review Date: January 2018

Gardening Policy and Procedures

Policy Statement

Trinity Bellwoods Community Children's Group/CARE (CARE) is committed to providing a safe and healthy environment for children, families and employees. CARE will take every reasonable precaution to prevent the risk of biological, chemical and physical hazards within our locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CARE in regard to gardening at early learning and child care centres.

Applies to

This policy applies to all employees, students, children and any other persons engaged in business with CARE.

Procedures

When designing, planning or using a garden the following must be followed:

- Soil quality:
 - o Prior to use, identify any sources of potential soil contamination. If soil contamination is identified, or assistance is required, please contact the Asset Management Unit (416) 392-4000 for direction
 - o Discard stagnant water regularly to prevent mosquito breeding sites
 - o Protect soil from animals
 - o Inspect the soil and garden prior to children's use
- If designing a new garden:
 - o Build a raised garden bed (child sized plots), or use planters or pots
 - o Use clean soil
- Hygiene:
 - o Wash hands, and children's hands after gardening
 - o Wash produce from the garden thoroughly before using
 - o Peel root vegetables before eating

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a CARE centre and annually thereafter and at any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained in the individual's file for a minimum of 3 years and a scanned copy posted on the employee's file on the Children's Services' Staffing System.

Reference(s): Toronto Public Health Guidance Document 2017

Approved by: Health & Safety Management and CARE Senior Management

Date Approved: January 2017

Effective Date: January 2017

Next Review Date: January 2018