

# Chapter 1

## Health records for children and staff

### Introduction

Keeping accurate, up-to-date records for the children in your care is an important part of your job. It helps to ensure a healthy environment for everyone. In case of a child's illness or an outbreak of a communicable disease, the information on the record helps you and York Region Community and Health Services to handle the situation efficiently.

In this chapter, you'll find information on the following topics:

- Health history
- Immunization
- Medication and treatment
- Staff immunization and staff health
- Sample forms (reference only):
  - Children's immunization records
  - Scheduled medication/treatment records
  - Emergency information and health history
  - Consent to obtain medical care on behalf of the child
  - Medication/treatment for emergencies or special circumstances
  - Health assessment for child care staff and volunteers

Each child's health record should contain a current immunization record, emergency and health history information, a consent form and a medication record (if a child is to receive medication while in a child care centre).

### Tips for success

- Complete a health history, including immunization record for each child before they begin child care.
- Review and update these records annually.
- Have clearly-defined forms, policies and procedures and share them with parents. Sample forms are provided in this chapter and can be used as reference only. Create your forms specifically for your child care centre.
- For more information, please call York Region *Health Connection* at 1-800-361-5653 to speak with a public health nurse.

# A health history is helpful

Occasionally, a child becomes ill at the child care centre. Refer to Chapter 3 *Illness in your centre*. Detective work is often required to determine the cause of the illness and having the child's health history on file is helpful.

Child care centres should collect and keep immunization information on file for each child. If there is a suspected case of a reportable disease or an outbreak within the child care centre, York Region Community and Health Services may request immunization information from the child care centre. The records will be assessed for completeness and the child care centre and/or parents of children whose records are incomplete will be notified.

## Immunization information

Vaccines are the best way to keep from getting many severe infections. The Canadian Paediatric Society and the National Advisory Committee on Immunization strongly recommend routine immunization.

### Reviewing immunization information

Child care centres are encouraged to review the *Day Nurseries Act*, the *Personal Health Information Protection Act*, their regulations and other applicable legislation, guidelines and requirements to ensure their information and privacy practices are in compliance with the law. According to the *Day Nurseries Act*, the responsibility of the child care provider is as follows: "Every operator shall ensure that before a child is admitted to a day nursery operated by the operator or to a location where private-home day care is provided by the operator, and from time to time thereafter, the child is immunized as recommended by the local medical officer of health," [*Day Nurseries Act* – R.R.O. 1990, Reg. 262. Amended to O.Reg. 14/02, Sect. 33 (1)].

### If children are not immunized

Occasionally, there may be medical, conscientious or religious reasons for not immunizing a child. If parents have religious or conscientious reasons for not immunizing their child, they must submit their objection in writing to the child care centre. Similarly, a written explanation is required from the family physician if there is a medical reason for not immunizing the child [as is legislated in the *Day Nurseries Act* – R.R.O. 1990, Reg. 262. Amended to O. Reg. 14/02, Sect. 33 (2)].

#### Note:

Inadequately protected children (not up-to-date or with a medical or religious/conscientious exemption on file) and those without an immunization record on file will be excluded from the child care centre for their own protection during an outbreak of a designated vaccine preventable disease.

## **Requirements to enter school**

Ontario law requires that students attending school in Ontario be up-to-date with diphtheria, tetanus, polio, mumps, measles and rubella immunization.

## **Students who are not up-to-date may be suspended from school**

Upon school registration, (JK/SK) Public Health will contact parents requesting complete immunization history. It is the parents' responsibility, not the health care provider's, to maintain a record of their child's immunization and inform Public Health of these immunizations. After this initial contact from Public Health, it will be the parents' responsibility to notify Public Health every time a child gets any of the above immunizations. Some students may be exempted from immunization based on medical, religious or conscientious grounds.

Please visit [www.york.ca/immunization](http://www.york.ca/immunization) for more information.

# Immunization record

To be completed by parent **prior** to entry into child care centre.

Name of child care centre \_\_\_\_\_

Child's name \_\_\_\_\_

Ontario Health Card number: \_\_\_\_\_ Birth date: \_\_\_\_\_ sex: \_\_\_\_\_  
yy/mm/dd

Parent or guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone: home: \_\_\_\_\_ business: \_\_\_\_\_

Under the *Day Nurseries Act*, Section 33, “every operator shall ensure that before a child is admitted to a day nursery operated by the operator or to a location where private-home day care is provided by the operator, and from time to time thereafter, the child is immunized as recommended by the local medical officer of health.”

Please complete the record below (enclose a copy of the child’s immunization record if possible) and **return to the operator of the child care centre, prior to admission.**

Date vaccine given	Diphtheria	Tetanus	Pertussis	Polio	Hib	Pneumo conjugate	Measles, Mumps Rubella	Men C conjugate	Varicella	Hepatitis B

**Call the York Region Community and Health Services Immunization Team at 1-877-794-1880 if:**

- This child needs an exemption from immunization against any disease listed for medical, religious or conscientious reasons, or
- This child does not have an immunization record, or
- You have any questions about this form

Collection of this information is authorized under the *Day Nurseries Act*, 1990. This information is used by the Medical Officer of Health to take appropriate action to prevent certain vaccine preventable diseases in York Region. For further details concerning the collection, please contact the Manager of Infectious Diseases Control, Community and Health Services Department at (905) 830-4444 ext. 3578.

# Medication and treatment

Although ill children are directed to stay at home, children whose illness is not infectious may return to the centre if they are feeling well. Some children require routine medication/treatment over a period of time. The child care centre may choose to administer the medication/treatment providing it can be done safely.

The following sample procedure can be adapted according to the specific program and local need. Following an established procedure helps to ensure safety and minimize the risk of medication errors.

1. Each prescription and non-prescription drug or medication must be accompanied by written authorization from a parent. Refer to the section on *Scheduled medication and treatment record* in this chapter.
2. If medication is to be given at the judgment of a staff person or in an emergency, a different form is used. Refer to the section on *Medication and treatment record for emergencies or special circumstances* in this chapter.
3. A parent should hand deliver the medication (in the original container) and the device for dispensing it, and give the written authorization and instructions to the appropriate staff member. The container or packages must be clearly labeled with the child's name, the name of the medication, the dosage, the date of purchase and instructions for storage and administration.
4. Medication must be stored as directed and kept in a locked container/cabinet (unless refrigeration is necessary)
5. It is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. To be safe, find out about any food and drug interactions before administering medication. Some substances found in food can change the potency of certain medications.
6. Medication should be administered in a well-lit area
7. The medication should be administered to a child only from the original container as supplied by the pharmacist or the original package
8. For each child receiving medication, an entry should be made on a separate form. Staff giving the medication should list each dose administered and the time it is given. If a dose is omitted, reasons should be listed. For medications taken on a long-term basis, child care providers need to inform parents when medicine supplies are low.
9. For any accidental administration of medication (e.g., medication to the wrong child or dose error) contact poison control. The error should be reported to the supervisor, who should then notify a parent of the child immediately.

*Source: Day Nurseries Act – R.R.O. 1990, Reg. 262 Amended to O. Reg. 505/06 Sect 37 (1).*  
Refer to the Day Nurseries Act for more information.

## **Helpful hints**

- Outline your policy to parents when they register their child in the child care centre
- Review policy and procedures with employees
- A medication and treatment record is recommended for all medications and treatments. Refer to the section on *Scheduled medication and treatment record* in this chapter.
- Sometimes children with allergies require special medication. Create a policy and procedure for administration of the medication. For further information on anaphylaxis management call *Anaphylaxis Canada* 1-866-785-5660.

# (SAMPLE FORM)

## Scheduled medication and treatment record

Child's name: \_\_\_\_\_

- To be completed by parent for all scheduled medications and treatments
- One medication and treatment per form
- Parent to review at month end
- Keep this record in the child's file

### Medication and treatment information

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Description:  tablet  capsule  liquid  spray/inhalant  other \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Storage instructions: \_\_\_\_\_

Administration instructions: \_\_\_\_\_ **Stop** the medication or treatment if: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I release \_\_\_\_\_ (child care centre) and its employees from any liability, however caused, arising out of administering, or failure to administer, the medication provided herein.

\_\_\_\_\_  
Parent or guardian signature Date

Times to be given: \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Time	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Staff: Initial in appropriate box when medication has been given

# Being prepared for an emergency

Being prepared before an emergency happens can save valuable minutes and possibly even lives. Clear and concise policies and procedures are vital and should be communicated to all staff and parents. Refer to Chapter 5 *First Aid and Emergency*. Readily accessible information on each child is critical when an emergency occurs and should be collected prior to entry to the child care centre.

**(SAMPLE FORM)**

**Emergency information and health history form**

To be completed by parent or guardian prior to entry into child care centre

\_\_\_\_\_  
Name of child care centre

A. Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex \_\_\_\_\_  
yy/mm/dd

Child's health card number \_\_\_\_\_

**Mother or guardian**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home telephone \_\_\_\_\_

Business telephone \_\_\_\_\_

**Father or guardian**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home telephone \_\_\_\_\_

Business telephone \_\_\_\_\_

B. Child's physician \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

C. Does your child have:

1. A condition or behaviour that would require special attention, medication or a special diet? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Allergies (food, medication, environmental, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please specify symptoms of allergic reaction and any special care needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Emergency contacts if parents cannot be reached:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Telephone number \_\_\_\_\_

Relationship to child \_\_\_\_\_ Relationship to child \_\_\_\_\_

E. Person(s) other than parents authorized to pick up child from centre:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**(SAMPLE FORM)**

**Consent to obtain emergency medical care on behalf of the child**

**I hereby grant permission for the operator, or designate, of this child care centre to take whatever steps are necessary to obtain emergency medical care if warranted.**

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact emergency contact person

If we cannot contact the parent or guardian, the child's physician or an emergency contact person, we will do any or all of the following:

1. Call another physician
2. Call an ambulance
3. Have the child taken to the emergency department of the hospital, in the company of a staff member

Any expenses incurred under circumstances listed above will be borne by the child's family.

**The child care centre will not be responsible for any incident that may occur as a result of false information given at and after the time of enrolment.**

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date



# Staff health records

A healthy staff makes for a healthy, happy, well-run child care centre.

When hiring, make sure that prospective staff members meet immunization requirements and you have all relevant health information on file. Occasionally, prospective staff members may have medical, conscientious or religious reasons for not being immunized and must submit their objection in writing to the child care centre. Similarly, a written explanation is required from the family physician if there is a medical reason for not being immunized [*Day Nurseries Act – R.R.O. 1990, Reg. 262. Amended to O. Reg. 14/02, Sect. 62(2)*]. Update staff health records on a regular basis. Encourage staff members who are ill to stay home. Have a plan ready for coverage when staff members are off sick.

Refer to the section on *Staff immunization, Staff health and Health assessment for child care staff and volunteers* in this chapter.

## Staff immunization

The Ministry of Health and Long-Term Care has recently made changes to the recommendations for adult immunizations. Dr. Kurji, York Region's Medical Officer of Health, will provide further information regarding these recent recommendations. If you have questions about adult immunization, please call York Region's Vaccine Preventable Disease team at 1-877-464-9675, ext. 3452.

## Tuberculosis (TB) screening

- Children are susceptible to serious disease if they are infected with tuberculosis (TB) bacteria. To reduce the risk, ensure all staff, students and volunteers are screened for TB before initial employment or placement.
- A two-step Mantoux (tuberculin skin test) is recommended prior to employment or placement. The TB skin test can be done anytime within 12 months before the start of employment.
- If there is evidence of a documented two-step Mantoux test at any time in the past, only a single tuberculin skin test is necessary.
- A positive TB skin test does not mean that a person has active (infectious) disease - only that they have been exposed to TB sometime in the past. If a person knows that they are a tuberculin positive reactor (they have had a positive skin test in the past), they should **not** have another skin test. This person should have a chest x-ray or provide proof of a chest x-ray done in the last year. The health care provider should provide documentation that the individual with a positive tuberculin skin test is free of disease before starting work.

- Anyone with a positive TB skin test should be aware of the following signs and symptoms of active disease:
  - a cough that lasts longer than 3 weeks
  - fever, chills, night sweats
  - unexplained weight loss or loss of appetite.

If any of these signs and symptoms are present, the individual should seek **immediate** medical attention.

- The Mantoux test or chest x-ray does not need to be repeated in subsequent years of employment unless there is a medical reason to do so.

If you have questions about screening child care staff for TB, please call York Region's TB information line at **1-877-464-9675**, ext. **6000**

## **Staff health**

### **Special considerations for pregnant women**

Chickenpox, fifth disease and rubella (German measles) are diseases which have the potential of harming the unborn child of a pregnant woman.

If a case of chickenpox, fifth disease or rubella is identified in your child care centre, all pregnant women (staff, students or volunteers) who may have had exposure to the case must be advised of that exposure, referred to York Region Community and Health Services, The Hospital for Sick Kids-Motherisk, and advised to seek medical care from their physicians.

York Region Community and Health Services can advise pregnant women about their risk of exposure to fifth disease, chickenpox or rubella cases by determining the extent of contact with the case, discussing the mode of transmission, and in the case of chickenpox, the availability of prophylactic treatment.

Contact the Hospital for Sick Kids-Motherisk Program to receive information regarding potential hazards/risks to the unborn child at 416-813-6780.

**It is essential that pregnant women be advised immediately of their contact with a case of chickenpox, fifth disease or rubella.**

**(SAMPLE FORM)**

**Health assessment for child care staff and  
volunteers**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**A. Before beginning to work in a child care centre, staff and volunteers should be screened for tuberculosis.**

I A two-step tuberculin skin test is recommended. (This may be done by a physician.)

1. Administered by \_\_\_\_\_ Date \_\_\_\_\_  
Reading date \_\_\_\_\_

2. Administered by \_\_\_\_\_ Date \_\_\_\_\_  
Reading date \_\_\_\_\_

II Chest X-ray (if tuberculin positive or upon request)

Date \_\_\_\_\_ Result \_\_\_\_\_

Physician's signature \_\_\_\_\_

**B. It is suggested that adults working in a child care centre be protected against rubella.**

Date of immunization, if known \_\_\_\_\_

Evidence of previous infection \_\_\_\_\_

**C. It is suggested that all adults be immunized against diphtheria/tetanus every 10 years. It is also recommended that adults replace one of their booster doses against diphtheria/tetanus with a vaccine that protects against diphtheria/tetanus and pertussis.**

Date of immunization, if known \_\_\_\_\_

Did this immunization include the pertussis component? Yes No Unknown

Date: \_\_\_\_\_

Staff/volunteer: \_\_\_\_\_

Signature

**Notice of collection – health assessment information. Information requested is collected under the authority of the *Health Protection and Promotion Act, R.S.O. 1990, CH.7* and will be used to maintain a health history and to assist in the control of an outbreak.**