

ILLNESS REPORTS

POLICY: Children who are excluded from the center due to illness will follow center's policy and licensing regulations on criteria for the child to return to class. These requirements may include submitting a medical clearance from, a medical provider, or SFDPH Communicable Disease Control Unit and completing required isolation and quarantine. Center's policy may be more restrictive, but not less restrictive, than local or state guidelines.

PURPOSE: To assure the safety of children and staff.
To comply with infection control and prevention standards.
To comply with regulations for reporting outbreaks to SFDPH and CCL (See section E for details on reporting guidance).

PROCEDURE:

1. The teacher who excludes a child for illness may either fill out a referral to a health care provider (see E-22) or an internal form (see C-8) letting the other staff know what action was taken and why.
2. The form will inform the physician, the parent/guardian, and the other staff in the room, which policy applies and what criteria are necessary for the child to return to the group.
3. After the child returns to class, completed forms shall be given to the Health Advocate for review.
4. The Health Advocate will note any further clarification to explain the illness and the actions taken on a separate sheet of paper and attach it to the form.
5. When the form is complete, it goes into the child's file.
6. See section E for detailed information on childhood illness.