



STAFF ORIENTATION

Health

- Diaper Changing and Naps
- Handwashing
- Sanitizing
- Keeping the Classroom Clean
- Sick Child Policies

Diaper Changing



The diaper changing table is a toxic waste area...

Think of the entire area as being contaminated with bacteria from whatever you removed from a diaper. It is critical that you do not use this area for ANY other purpose besides changing diapers! EVER! Fecal matter can be completely invisible to the naked eye, yet carry numerous harmful bacteria and pathogens



Diaper Changing

- Spray sanitizer on table, allow to sit for 60 seconds, then wipe off with paper towel.
- Wash your hands with running warm water and soap, then dry with a paper towel.
- Change diaper, keeping one hand on the child at all times.
- Wrap soiled diaper in plastic and dispose in covered trash can.
- Spray table with sanitizer again, allow to sit for 60 seconds, then wipe off with new paper towel.
- Wash your hands again with running warm water and soap. Wash child's hands with running warm water and soap also.
- TO BE DONE **EVERY TIME** WITH NO EXCEPTIONS!!!!

Nap

- ❖ Naptime is important to growing infants, toddlers and young preschoolers. Quiet music and a calm atmosphere will help make sure everybody gets their needed rest.
- ❖ Every child should have their own cot. Cots, mats, & cribs should be used if a child is napping. Cot's and Mats need to be sprayed with bleach water after every use & or before another child may use it.
- ❖ Cots and cribs must be placed 3 feet apart during naps unless separated by a solid barrier. This gets tricky sometimes, so don't be afraid to ask for advice on cot placement!



Handwashing



HANDWASHING

Protects you from germs and bacteria from the children

AND

Prevents the spread of germs from child to child by you.

Do it very thoroughly and very often. It is your best defense against catching and spreading illnesses



Handwashing

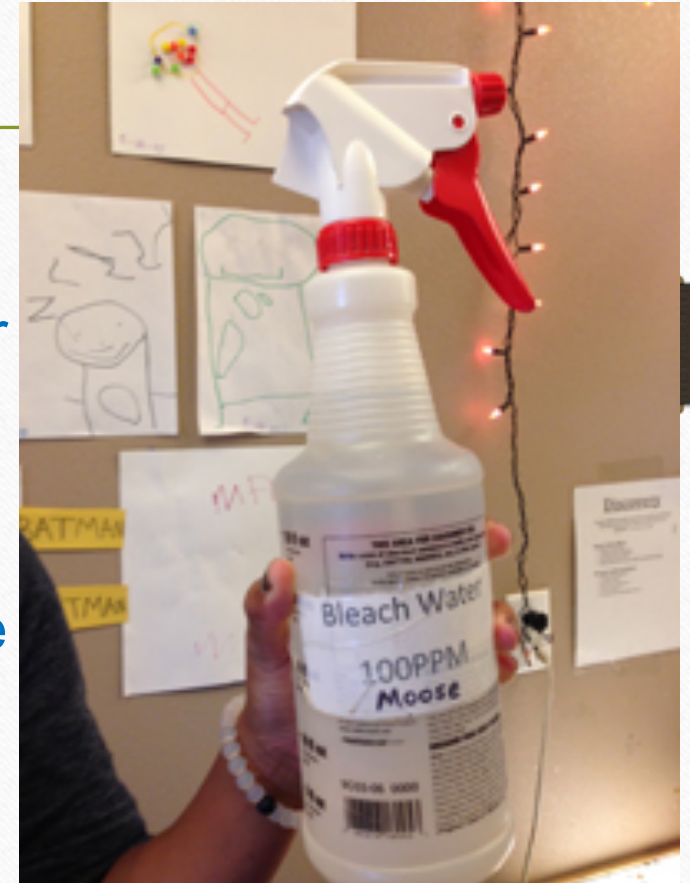


When washing either your hands or the children's hands, running water is absolutely critical. A washcloth is not only ineffective at cleaning hands, but it is VERY effective at spreading germs around.

Wash faces too. It's easy to wet a paper towel and wipe off the child's face after they wash their hands. Dirty faces are uncomfortable for the child, unsanitary, and just plain look gross. Clean faces reflect the care the children are receiving from their care provider...YOU!

Sanitizing

- ❑ Use bleach sanitizing solution in the spray bottle in your classroom.
- ❑ The solution should be made every other day, sooner if needed. Fill your spray bottle every morning from sink #3. If in doubt, ask any staff member.
- ❑ The bleach solution consists of 100 parts per million of bleach to water. We use test strips to measure the correct solution.
- ❑ The spray bottle containing the solution must be labeled as “Bleach Water “.





Sanitizing

(This is good for tables, toys, cots, doorknobs, walls, etc.)

- Clean the surface area first with warm soapy water and a clean cloth. Don't forget to use elbow grease! Every classroom has a bucket for this purpose.
- Spray the pre-mixed bleach solution on the surface to be sanitized.





Sanitizing

These things get sanitized all throughout the day...

- ✓ Tables – Spray them down before doing a project, after a project, before eating, and after eating.
- ✓ Toys - after each use, when possible (and DEFINITELY after each use with children under 2 years old), and very thoroughly once each week.
- ✓ Doors, doorknobs, high chairs, chairs and walls - throughout the day every time you think of it. It's easy to do these at the same time while you spray down the tables.

Keeping the Classroom Clean

Each evening:

- Stack the chairs on the tables.
- Pick up all coats, clothing, and personal belongings of the children. These need to be put in cubbies or hung on hooks so the room can be vacuumed. If you do not do this, your room will not get vacuumed at night. That means YOU would have to do it the next day.
- Be sure all toys are put away neatly on the shelves. There should be NO toys left on the floor.
- Turn off any electrical appliances, like fans, radios or CD players.
- Clean off & sanitize counter & tables.
- Wipe doorknobs.
- Lysol toys & surfaces every night.

Before you leave, take one last look around. Your classroom should look ready for children to enter and get busy first thing in the morning.

Keeping Classroom Clean

Each week:

- Disinfect toys using the three sink method- wash, rinse, and sanitize.
- Wash all blankets and sheets in the laundry.
- Clean microwaves & Refrigerators.
- Wipe down shelves.



Sick Child Policy

- If you notice a child with any of these symptoms tell someone in the office. Administrators or teacher may notify the parents.
- If one of your children does not meet these descriptions but just seems “off,” please let the office know. Teachers or administrators can give the parents a heads up.
- Any child who exhibits these symptoms must be separated from the other children. The office staff will be happy to assist you with making that happen.



HEALTH NOTICE

State health regulations require us to send home any child who exhibits any of the following symptoms:

- **Temperature of 101 or over**
- ***Intestinal disturbances such as vomiting or diarrhea**
- ***Any undiagnosed rash**
- ***Sore and discharging eyes or ears**
- ***Abnormal nasal discharge**

Sick Child Policy



Medication Administration

Under **no** circumstances can any teacher give any medication to any child unless they have passed the Administration of Medication course. There will always be a certified teacher or administrator in the building to help you.

Make sure any medication given is documented on correct forms.



Health Quiz

- Go to Health Quiz word document
- Take quiz
- Submit / Print out or email .