EMERGENCY AND HEALTH MAINTENANCE ORIENTATION INFORMATION

URL: http://www.brandeis.edu/Lemberg/Lemberg_Staff/
Email: lembreg@brandeis.edu

781-736-2200 (voice)
781-736-2202 (classroom)
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EMERGENCY INFORMATION AND POLICIES FOR MAINTAINING HEALTH AND SAFETY

Emergency Phone Numbers
It is helpful to remember these numbers:

- Brandeis EMT    x-63333
- Brandeis Public Safety  x-65000
- Lemberg Children's Center  x-62200 (voice mail)
- Howie Baker     x-2201 or 781-789-9475 cell
  (if not there go to the Head Teacher in charge of the group)

To reach a child's parent or a staff members family
check phone book at classroom telephones OR the Personal Records in the Office.

Procedures for TYPICAL INJURIES
In most situations when injuries occur, you have time to patiently react. Calmly call a head teacher or teaching fellow for help and then get the appropriate supplies needed. Even in our most common serious accidents this is true (e.g., a child will have a bloody nose, a bite or a bad bump on the arm or leg). In these situations, make sure someone can supervise the other children in your care, and then help out the child who has been injured. Make sure the head teacher/lead teacher knows about the injury and incident. After the attending care is given, an Accident/Incident Report needs to be completed with a head teacher. It will be given to the parent with 2 copies made for files.

Procedures for Emergencies
Children will always be under the supervision of a head teacher who has completed a first aid course (within the last two years) and a CPR course (within the last year). Should an emergency situation occur, if you are currently certified in first aid and/or CPR use it; if not, help people remain calm, and call for the appropriate help.

WHEN EMERGENCIES OCCUR, REMAIN CALM, CALL FOR HELP, TELL PEOPLE WHO COME TO HELP TO REMOVE THE OTHER CHILDREN REMAIN CALM, OR CALL FOR EMT (at 6333), CHECK THE INJURED PERSON, AS YOU HAVE BEEN TRAINED.

First Aid Cabinet and First Aid Backpacks
The center has a first aid cabinet and first aid backpacks. The cabinet and backpacks contain items for care. At each telephone emergency assistance phone numbers are posted. When off-site, the person leading the group will be responsible for knowing the location of the nearest telephone and hospital and for carrying our emergency phone numbers. The phone numbers are in the first aid backpacks. First aid backpacks are carried by adults.
Plan for Evacuation of the Center in an Emergency

In a fire or other emergency that requires us to evacuate the center, exit the building through the nearest exit. Remain calm; the children need you to ensure their safety. If you are in the lunchroom, take all the children out the main exit and bring them into the playground. If you are in a classroom, then exit out of the building through the door to the playground. Once on the playground, the Explorers meet on the play structure with the hand over hand ladder, i.e. near the front entrance. The head teachers are responsible for taking attendance. Once we are all accounted for, we will proceed to Usdan Student Center Lower Lobby, then if there is a campus wide evacuation, we will take buses to Bentley College in North Waltham. Head Teachers are responsible for getting the Evacuation Emergency Packs, which include activities for the children to do while waiting for others to guide us appropriately.

Posted in each classroom and near each telephone are the procedures for evacuating the center, "Fire Procedure". These procedures remind you to take charge of the children, remain calm and exit through the nearest outside door.

Emergency and Fire Procedures

**EMERGENCY PROCEDURES**

REMAIN CALM—HELP THE CHILD FEEL THAT EVERYTHING WILL BE ALL RIGHT.

1. CALL FOR HELP.
2. ADMINISTER FIRST AID—Follow procedures in American Red Cross, Multi-Media Standard First Aid Workbook or CPR Manual.
3. ASK 1st HELPER TO CALL x63333 – Ask for E.M.T. 1st HELPER also contacts Director, Head Teacher, and AMBULANCE if necessary
4. ASK 2nd HELPER TO TAKE CHARGE OF OTHER CHILDREN (Help children to go to another activity area and to discuss situation, and know that other adults will arrive soon to help.)
5. ASK 3rd HELPER TO GET FIRST AID SUPPLIES YOU NEED –until head teacher or E.M.T. can relieve you.
6. HEAD TEACHER OR PARENT WILL GO WITH CHILD IN THE AMBULANCE TO A PREDETERMINED HOSPITAL.

**POISON INFORMATION.......800-222-1222**

**FIRE & EMERGENCY EVACUATION PROCEDURE**

1. CALL THE WALTHAM FIRE DEPARTMENT AND CAMPUS PUBLIC SAFETY X6-3333.
2. TEACHERS Take children out of the building through THE NEAREST EXIT. If there is a lot of smoke, exit as close to the ground as possible.
3. GROUPS GO to assigned meeting places on playground, then HEAD TEACHERS CHECK attendance of all staff and children. Assigned teacher will CHECK FOR STRAGGLERS in as many rooms as safety permits. TIME PERMITTING TEACHERS TAKE FIRST AID PACKS AND ACTIVITY BOXES.
4. AFTER ATTENDANCE is CHECKED, PROCEED (WALK) Through Brown Hall and Schwartz Hall across to Usdan Student Center to LOWER LOBBY or INTERNATIONAL LOUNGE.
5. At Lower Lobby / International Lounge, teacher will unpack ACTIVITY BOXES and set up Activities for children and wait for Further Instructions from Brandeis University Public Safety.

Emergency Exits
Meeting Area in Building Evacuation
SNOW Closing Policy or Emergency Closing

WHEN DOES LEMBERG CLOSE FOR SNOW EMERGENCY? INFREQUENTLY. HERE IS OUR POLICY.

DURING INTERSESSION AND OTHER UNIVERSITY HOLIDAYS:
When snow has a lot of public school closings, check our message machine. CALL US. A message indicating a regular opening, a delayed opening or a closing will be on our message machine by 7:00 AM. Remember, to avoid showing up when we are closed:
CALL 781-736-2200, if busy, try our Director’s line 781-736-2201.

ALL OTHER TIMES: Brandeis Weather Hotline: 781-736-2625
We follow Brandeis' policy. Announcements of Brandeis University CLOSING for snow emergency are at:
www.brandeis.edu
www.wbur.org
http://www.thebostonchannel.com

Should the University close during the day, staff will stay to properly supervise the children until a parent or parent designee picks up each child. Call the office 781-736-2200 or classroom 781-736-2202 to clarify your work schedule.

MAINTENANCE OF HEALTH AND SAFETY

WASH or Sanitize your HANDS WHEN YOU FIRST ARRIVE. In the entry we have PURELL HAND SANITIZER. The sink and paper towels are found in the kitchen or each classroom. The Men’s and Women’s rooms are on the second floor. Hand sanitizer is available in all the classrooms usually near the entry (including from playground to inside).

In order for us to minimize exposure to disease, maintaining proper hygiene is vital. Please wash before preparing food, wash your hands after changing each wet or soiled diaper and use disinfectant when cleaning surfaces. Wear gloves when handling food.

Hand washing Procedures

Posted at every sink and in the lunchroom are instructions for proper hand washing. The staff is responsible for ensuring that each child cleans herself/himself well too. Remember that the best protection against the spread of disease is frequent hand washing. Everyone is expected to wash their hands, when they arrive, before and after meals, after toileting or diaper changing and after using paints, sand, or materials that may contain harmful substances.

The head teacher/lead teacher ensures that the daily routine includes frequent hand washing. The routine includes time for the inspection of hands and faces before snack and lunch, as well as after toileting.
Adults

- Wash your hands or use Hand Sanitizer upon arrival.
- Wash hands **before** and wear gloves **while** preparing food, eating, or feeding a child.
- Wash hands **after**
  - Toileting self or child
  - Handling animals and plants
  - Handling body secretions (e.g., changing diapers, cleaning up a child who has vomited or spit up, wiping a child’s nose, cleaning up blood, handling soiled clothing or other contaminated items)
- Post signs to remind staff and children to wash their hands in the toilet room, the kitchen, and the area where diapers are changed.
- Be sure that the hot water supplied to fixtures accessible to children does not exceed a maximum temperature of 120° F.

How to wash hands

- Moisten hands with water and apply heavy lather of **liquid** soap.
- Wash well under running water for at least 10 seconds.
- Pay particular attention to areas between fingers, around nail beds, under fingernails, and backs of hands.
- Rinse well under running water until free of soap and dirt. Hold hands so that water flows from wrist to fingertips.
- Dry hands with paper towel.
- Use **paper towel to turn off faucet, then discard towel** (Required by DPH & EEC).

Toddlers

Help the child use soap and water at a sink. If a child refuses to wash his/her hands, use disposable wipes or follow this procedure:

- Wipe the child’s hands with a damp paper towel moistened with a drop of liquid soap.
- Wipe the child’s hands with a paper towel wet with clear water.
- Dry the child’s hands with a paper towel.

Older children

- Help child use soap dispenser to squirt liquid soap on children’s hands.
- Wash and rinse their hands in running water, directing flow from wrist to fingertips.
- Dry hands with paper towel.
- Use **paper towel to turn off faucet, and then discard towel** (Required by DPH & EEC). Teach older children to carry out the procedure themselves. Supervise younger children in carrying out this hand washing procedure.

Disinfecting Procedures

The toys are sprayed nightly with a mix of water and bleach. Additionally, if a toy has been put into a child’s mouth, please put it aside for disinfecting or wash with disinfectant before being returned with other toys.
Allergy Information – Location and Treatment

When a child has a known allergy or is allergic to food, bees, or other known or unknown substances, a large sign is posted on the refrigerator and/or at the first aid box AND in areas where children eat (e.g. lunchroom). The head teachers are instructed in treatment procedures. Medication that is necessary for treatment of the allergy is kept in the locked first aid cabinet or carried with the first aid pack when the child goes on a field trip or walk.

Procedure for Using and Maintaining First Aid Equipment

Location of First Aid Kits

A locked first aid box is kept in the center of the building. It is located across from the kitchen sink. A copy of the Accident and Medical Emergency Procedures statement is on the shelf in the kitchen with the Teacher Book.

Two first aid backpacks are located at each exit to the playground. Inside the pack is a list of items found in each pack and a copy of the emergency phone numbers.

Maintenance of the First Aid Kits

The director/head teachers are responsible for keeping the first aid kits fully supplied. Inside each kit is a list of supplies that should be included. Please check the first aid kit before taking it for use. If the kit is not complete, the kit can be restocked with supplies found in the ivory colored cabinet across from the kitchen door. When you cannot find what is needed, please leave the kit in the office and tell the director about the missing supplies.

Location of the First Aid Manual

Information on first aid is attached to the first aid box and on the shelf with cookbooks located in the kitchen. More extensive information is found in the Main Office Rm 109, on the shelf above the HP Scanner in a box marked, HEALTH, SAFETY.

Location of Medical and Health Information

The office library has many texts and journals that provide information about first aid, medical and health information. Since 1985, the Center receives the monthly journal "Child Health Alert" and has this collection bound together. "Health in Day Care" Manual is also available along with several guides on childhood diseases. This information is kept together in the Main Office Room 109, on the shelf above the HP Scanner.

Injury Log and Accident Reporting Procedures

After an injury requiring first aid, the attending teacher writes up an accident report with a head teacher. The report is reproduced in triplicate and given to a head teacher who ensures the original is given to the child's parent/guardian; one copy goes into the child's record and another goes to the clipboard for the director to review and have entered into the Accident Report Log. The accident report log is a sequential file of reports. When the parent returns the signed copy of the child’s accident report, this copy replaces the existing one in the Child’s Personal Record.
Sick Child Care

When a child is ill and waiting for the parent to come to take them home, a cot may be set up for the child in the rug area in the lunchroom, the Rainbow Room (Rm. 13) or the Sunshine Room (Rm. 14). A head teacher determines the appropriate placement of a child when quarantine is necessary. A teaching assistant may be assigned to watch an ill child – a protective mask or gloves are available in our first aid packs if necessary or desired.

Sick Staff Policy

Mildly ill staff and children can be in daycare. Children and staff who have been treated by a physician may be in daycare. However, if you are EXPOSED to or in treatment for a highly contagious infection or disease, please inform the director or head teacher who will help to determine (with DPH guidance or medical advice) if you should come to work or stay out for one or more days. If as part of the illness you have a fever of 100 degrees or greater, you cannot return until 24 hours after there has been no fever (without the aid of fever reducing medications). Please speak directly with a head teacher or our director. CALL 781-736-2200 (office) or 781-736-2202 (classroom). For hours when the center is closed, please leave a message with a phone number on our 24/7 voicemail. If you will not be coming to work write for a substitute teacher lemberg-tas@lists.brandeis.edu

Whenever a member of the community has a serious communicable disease or infection and can not work it is VITAL that you call and speak with the director or head teacher. The director will issue a “Health Alert” and/or post on the entry bulletin board “ILLNESS LOG” absences for communicable diseases. Health alerts are email memos, which explain the nature of the exposure, the common effects of the illness, its duration and what care or treatment is recommended by our pediatrician or the Department of Public Health.

When you are not coming to work as scheduled, a substitute teacher is usually required. Please send a request for a substitute to cover for you by sending an email to lemberg-tas@lists.brandeis.edu AND by phoning the head teacher in the classroom 781-736-2202 so that adjustments can be made to the daily plans.

Illness Policy for Flu, Other Infections and Pandemic Control

In order to contain the spread of illness and keep the center open when flu is present in our community, we will follow the following procedures daily:

1. Everyone is asked to report to the Lemberg Office exposure to a person with a known case of the flu or other serious communicable disease, or having traveled to an area cited by CDC as a critical case zone. lemberg@brandeis.edu 781-736-2200 (leave message)

2. When feeling ill, and there is a chance the illness is influenza, please stay home until you are fever free for 24 hours without fever reducing medication. Consult a physician or your health care agency about confirming a diagnosis, and then report any findings to the center office. lemberg@brandeis.edu 781-736-2200 (leave message) Symptoms include sudden fever, cough, muscle aches, headache, chills and general weakness. Some people have also had severe headaches, diarrhea, and vomiting. These symptoms can range from mild to severe.
3. For all types of illness, when a child becomes ill at the center the child will be isolated in a well ventilated area to wait for the child's parent to pick him/her up. You may be asked to watch an ill child. We can give you a mask if inside with a sick child.

4. All adults will be reminded to get a flu shot when the vaccine is available (usually free at Brandeis Health Services). It is important for parents to have their children vaccinated too.

5. Staff at Lemberg CC will:
   * When entering the classroom use hand sanitizer and wash hands frequently after doing an activity.
   * Have children wash hands and faces before doing activities and have children use paper towel to turn off faucets.
   * Instruct children to cough into their elbow and have a child (or adult) who coughs into their hands wash or use hand sanitizer.
   * Use bleach sanitizer (spray bottles) on all hard surfaces including tables, counters, toy shelves and toys after each use, on doors, door knobs, door frames, sinks after use for snack, lunch, nap, pm snack and at the end of the day. Cabinets and cubbies will be sprayed with disinfectant at the beginning of each day. A disinfectant made with bleach & water will be prepared daily. The solution is a mix of ¼ cup of bleach containing 5.25% hypochlorite and 1 gallon of water.
   * Ensure that after use by an individual, all dress up clothing, outside clothing, soft toys, smocks and towels will be put into the laundry. (the laundry basket or bag is found in the children’s bathroom.)

**Medical Records That Are Required To Be On File**

All teachers and teaching assistants are required to have a physical within the last three years and for your doctor to certify that you are fit for work at the children's center. In most cases, if you are a Brandeis student, the records you have on file at Health Services will satisfy this requirement. Additionally we must have verification that you have had a negative test for TB (e.g. Mantoux, PPD). A form for getting medical records sent to us is part of your orientation information.

*Allergies: Several of our children or staff have allergies that may result in anaphylactic shock.*

**Administration of Medication**

Head Teachers and Fellow Teachers will be the only staff to administer all prescription medication. The medication is labeled in its original container, with the child’s name, the name of the drug and the directions for its administration and storage. The Head Teachers and Fellow Teachers will be the only staff to administer non-prescription medication. Head Teachers and Fellow Teacher will have passed the required training to administer medication.
Anaphylaxis: a FACT Sheet for School Staff

an-a-phy-lac-tic shock noun
allergic reaction: a sudden severe and potentially fatal allergic reaction in somebody sensitive to a particular substance, marked by a drop in blood pressure, itching, swelling, or difficulty in breathing. Also called anaphylaxis (Encarta – dictionary.msn.com)

80%-90% of the life threatening reactions come from peanuts and tree nuts. Asthma and bee stings are two more precipitants. The onset of this severe reaction can occur within minutes or up to an hour.

First signs: (may have one or all of these symptoms)
Mouth: tingling sensation or itching
Respiratory: runny nose, conjunctivitis, sneezing, coughing, wheezing, throat swelling from excess water (edema), hoarseness, and wheezing.
Gastrointestinal: itchy mouth, stomach pain, nausea, vomiting, and diarrhea.
Cardiovascular: drop in blood pressure, increase in heart rate, lightheadedness and shock.
Skin: hives, swelling, flushing, general itchiness – The absence of skin reactions is common, do not let this delay in recognition and treatment with epinephrine.

Course of the reaction:
Uniphasic: a rapid progression of symptoms.
Biphasic: early symptoms followed by an apparent resolution for 1 or 2 hours, followed by a rapid development of respiratory and cardiovascular symptoms that often are epinephrine – resistant. Because of biphasic reactions (which occur in 30%-40% of cases) patients need to be observed in an emergency department for four hours after the initial reaction.
Protracted: which can be uniphasic or biphasic initially, continue to progress slowly despite medical therapy. Some patients have symptoms last for weeks.

Managing severe allergic reactions:
1. Epinephrine: given by EpiPen is the treatment of choice. With the first signs of a reaction, or when positive that a child has eaten allergen or been stung by a bee, administer the EpiPen into the child’s thigh [it is best given in this large muscle]. Antihistamines may also be prescribed
2. After EpiPen is administered Call 63333 EMT/Public Safety.
3. Call Parent or other designated Emergency Care Provider for the child.
4. It may be necessary to administer a second dose of epinephrine before you reach the emergency room.

STRANGERS AND PUBLIC SAFETY – What to do when someone you don’t know enters
the Center.

When someone enters the center and you do not know them, please introduce yourself and ask how you can help them, essentially we want you to find out why they are here. If the person is not a parent of a child, or an employee, then assist them in getting to the office on the second floor or bring this person to a head teacher. THINK SECURITY AND PUBLIC SAFETY. The classroom areas are not public areas.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT TO DCF

Introduction

The Department of Children and Families (DCF) is the Massachusetts state agency charged with the responsibility of protecting children from child abuse and neglect. To report abuse or neglect, call the Child-at-Risk Hotline anytime of the day or night at 1-800-792-5200. In our school, a head teacher is a mandated reporter. When any TA or teaching fellow has reasonable cause to believe that a child is suffering from physical or emotional injury resulting from abuse or neglect, she shall report to the director or the head teacher. The NAEC pamphlet “Building Circles Breaking Cycles is given to staff with these orientation documents.

To understand the process of reporting a staff member will find in the office copies of the DCF guide "Reporting Child Abuse", all head teachers are required to read this document. The center follows the procedures and time frames outlined in this guide. When the director or head teacher have a suspicion he will immediately reports the situation to DCF. The TA who brought the concern to the head teacher’s attention will be informed about how the situation is being handled. However no medical information or confidential information maybe revealed unless there is a need to know for working with the child. This is required by the HIPPA Health Information disclosure policies. Should the staff person who made the observation want to call DCF on their own, he/she may do so. After a report has been filed the director will call the Department of Early Education and Care and report that this action was taken.

Our experience in filing under G.L.c.119, Section 51A has led us to call the child's parent and inform him/her of our mandated responsibility to report suspicion of abuse or neglect. Frequently this will be done as part of information gathering for determining whether there is a case for suspicion of abuse or neglect. Our family therapist frequently assists the staff in determining suspicion and in communicating concerns with parents.

The center maintains a folder in the file cabinet "Child Abuse - 51A". This folder contains the forms and guidelines for filling in the form and filing procedures. All head teachers and teachers know where this file is located and how to get assistance in filling out the reports. The Library also contains a box marked "Child Abuse". This box contains extensive information on how to recognize signs of child abuse and booklets by government agencies.

Staff Record Keeping

After calling DCF, a report is written up within 24 hours. The written report is sent to DCF. In addition the staff is instructed to use an Incident Reporting form (found in each classroom) whenever the child says something unusual or if a physical mark is found that a parent or child explains. These forms are kept by the head teacher and maybe kept in the child's
record. The filed 51A form is kept with the Director until substantiated. When substantiated the report is put into the child's record and removed when DCF tells us to do so

**Cooperation with DCF, EEC or Criminal Investigation**

All staff members are instructed to cooperate with any investigation. We require a release form or proof that the investigator has the authority to collect written documents from the child's records in order to release a written record.

**Policy on Staff/Institutional Child Abuse and Neglect**

In the event of suspected abuse or neglect by a staff member [institutional] the Director will meet with the suspected individual. After examination of the facts, any suspected or alleged incidents of abuse or neglect will be reported to the Department of Children and Families, if this has not already been done by another mandated reporter. The individual under investigation is suspended with pay (if salaried) while DCF pursues an investigation. The Department of Early Education and Care and the Voucher Management Agencies will be informed of the allegations. Should DCF substantiate the allegations, or bring charges, the staff member is terminated from employment.