

Three Cedars Waldorf School Health Care Plan Handbook
Policies and Procedures for academic year 2013-2014

- ☐ Personnel File Copy
- ☐ Employee's Reference Copy
- ☐ Parent Reference Copy

THREE CEDARS WALDORF SCHOOL
556 – 124th Avenue NE
Bellevue, WA 98005
425.401.9874

Dear Three Cedars Families and Staff,

Waldorf Education is informed by the anthroposophical view of human development, which sometimes generates unusual or seemingly counter-cultural practices, when compared with current, “conventional” educational and child care procedures.

In cases where our ethics or sense of prudence translate into an uncommon practice, **the protocol is written in bold with three asterisks ***** so that parents may be aware.


Throughout this document, we have outlined our policies and procedures that ensure the health and safety of our students at Three Cedars Waldorf School.

Please do not hesitate to contact me if you have any questions,

Geraldine Kline
Executive Director &
Licensed Child Care Center Director

For Employees' Personnel File Only. This Handbook was reviewed and approved by a private medical professional: Rachel Tomczek, BSN

Private Medical Professional's Signature:


8/19/13

Date of Review and Approval:

Employee's Printed Name:

Employee's Signature:

Date of Review and Acknowledgment:

**The following are health care policies and procedures
for the Three Cedars Waldorf School
Mixed Age Preschool-Kindergarten and After School Child Care Programs**

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COMMUNICABLE DISEASE PREVENTION, REPORTING, AND MANAGEMENT

Communicable Diseases and Local Health Department

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). Illnesses can be spread by:

- direct contact with body excretions or discharges from open sores,
- indirect contact with inanimate objects (drinking glasses, toys, bedding, etc.)
- flies, mosquitoes or other insects (vectors) capable of spreading a disease.

Physicians report the following illnesses to the local/State Health Department. Call your local Health Department for information when a child or staff member has contracted any of these illnesses:

Acquired Immune Deficiency Syndrome (AIDS)	Mumps
Camphlogacteriosis (Campy)	Pertussis (Whooping Cough)
Cryptosridiosis	Poliomyelitis (Polio)
Diphtheria	Reyes Syndrome
E. Coli 0157: H7(Escherichi coli)	Rheumatic Fever
Giardiasis	Rubella (German or 3 day measles)
Hemophilus Influenza type B (HIB)	Rubeola (10 day measles)
Hepatitis	Salmonellosis
Kawasaki Syndrome	Shigellosis
Listeriosis	Tetanus
Meningitis	Tuberculosis (TB)
Meningoccal Disease	Typhoid Fever
	Yersioniosis

In addition, Public Health should be notified when an unusual amount of children and/or staff are ill. (For Example, if more than 10% are ill, even if the disease is not on the list above.)

Local Health Department contact and others specific to our community:

Communicable Disease: **(206) 296-4774**

Child Care Health Program: **(206) 296-2770**

We also contact our local health department whenever we have questions or concerns about other illnesses. We will notify parents of any communicable disease outbreaks at our school.

Preventing Infections When Contacting Bodily Fluids

The focus of this page is on preventing exposure to blood borne pathogens and staff actions when exposed. It DOES NOT discuss Three Cedars Waldorf School's responsibilities to comply with WISHA. For specific questions regarding compliance with WISHA, Three Cedars Waldorf School (can contact Labor and Industries at 1 (800) 423-7233.

1. We work very hard to keep our staff and children healthy. Still, even healthy people can develop illnesses that can be spread easily in a group care setting. To help reduce the risk of illness we provide training for all of our staff on the transmission and prevention of diseases, including illnesses associated with body fluids.
2. All blood and body fluids will be considered to be capable of causing illness.
3. Body fluids include blood, urine, stools (feces), drool (saliva), nasal secretions (mucous), vomit, drainage from sores/rashes (pus), etc. There are many diseases that can be spread through direct contact with body fluids. To protect children and staff the guidelines below are followed when anyone is at risk for being or has been in contact with body fluids:
 - a. Any open cuts or sores on children or staff will be kept covered. Depending on the type of wound, a covering may be a bandage or clothing or for staff, gloves.
 - b. Whenever a child or staff member comes into contact with any body fluids the area will be washed immediately with soap and warm water and dried with paper towels.
 - c. All surfaces in contact with body fluids will be cleaned immediately and the area will be disinfected with a proper disinfecting agent.
 - d. Cleaning material used to wipe up body fluids will be put in a plastic bag (secured with a tie) and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean up body fluids will be soaked in a disinfecting solution, and rinsed thoroughly. Cloth items or mops, after soaking, should be washed with hot water in a washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach.
 - e. Children's clothes soiled with body fluids will be put into a plastic bag and sent home with the child's parent(s). A change of clothing will be available for children in care.
 - f. All clothing soiled with body fluids will be changed. Staff in regular contact with body fluids (e.g. changing diapers) are provided a clean apron (protect street clothing). All soiled laundry will be kept safely out of the reach of children.
 - g. Hands are always washed after handling soiled laundry or equipment.

*Adapted from Handling Body Fluids: Guidelines for Child Care Facilities, Seattle-King County Department of Public Health, April, 1989 and Guidelines to Meet WISHA requirements for Prevention of Blood borne Illness, Washington State Child Care Coordinating Committee, Health and Safety Subcommittee, March 1994.

Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person will inform the Executive Director immediately.

Exclusion of Ill Children

On the advice of health experts, we will **NOT** allow children with any of the following symptoms to be or remain at school or in the After Care Program:

1. Fever of 100° F axillary (under arm) or higher **AND** who also have one or more of the following:
 - a. diarrhea / vomiting
 - b. earache
 - c. sore throat
 - d. rash
 - e. show signs of irritability or confusion
 - f. headache

Licensing requirements state that no rectal nor ear thermometers are to be used. Three Cedars uses ear thermometers with a disposable protective cover to determine if a child has a fever. (A fever of up to 100° F, without any of these symptoms, will not automatically result in your child being excluded from care. However, it is recommended that children with any fever be kept at home until they have fully recovered normal health.)

2. Vomiting on 2 or more occasions within a 24-hour period.
3. Diarrhea of 3 or more watery stools within a 24 hour period or 1 bloody stool.
4. Rash, especially with fever or itching.
5. Eye discharge or pinkeye. Children/staff will be readmitted after:
 - a. medical diagnosis to rule out bacterial infection or
 - b. 24 hours on antibiotic treatment.
6. Fatigue preventing the child from being a part of regular activities.
7. Children/staff with open oozing sores, which cannot be covered, will not be allowed to be in school until:
 - a. 24 hours after starting antibiotic treatment, **or**
 - b. sores are properly covered (e.g. bandage/clothing, staff-gloves), **or**
 - c. sores are healed.
8. Lice and/or scabies. For lice, children/staff may be readmitted after treatment and when no nits are visible. For scabies, children/staff may be readmitted after treatment.

If Three Cedars management staff or faculty have concerns about a child's ability to safely return to school, we reserve the right to request a note from the child's health care provider.

We ask that ill children, as described above in 1-8, not attend school for the following reasons:

- they are unable to be an active part of our daily program,
- they expose other children and staff to illnesses, and
- they are at risk for being exposed to other diseases when their resistance is low.

When a child is excluded from attending school, the Preschool/ Kindergarten/ After Care staff will note this in the Health Care Management Log kept at each site. Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort and Public Health exclusion guidelines for child care no longer apply.

EMERGENCY POLICY

In the event of a life-threatening injury to a child in our care, we will take the following actions:

1. One staff member will stay with the child and, if necessary, provide first aid according to the recommendations of the American Red Cross or American Academy of Pediatrics.
2. The child's teacher or designated staff will contact the Emergency Medical system (911) and will...
 - a. Describe the situation
 - b. State the physical location of the emergency
 - c. Give phone number, and stay on the line until told to hang-up.
 - d. The Lead Teacher or Lead Caregiver or Three Cedars managerial staff will contact the parent or, if the parent cannot be reached, the child's alternate emergency contact person.
3. Emergency transportation for any necessary medical care will be determined by the emergency response team and/or parent. A staff member will go with and remain with the child until the parent(s) arrive or the medical issue is resolved.
4. The Lead Teacher or Lead Caregiver will complete an Accident/Injury Report form as soon after the incident as possible.
 - a. The original will be given to the parent as soon as possible.
 - b. A copy will be kept on file at school.
 - c. These reports will be reviewed, at least semi-annually by the Dean and Program Director.

EMERGENCY PHONE NUMBERS FOR FIRE, POLICE AND HOSPITAL/CLINIC WILL BE POSTED NEXT TO THE TELEPHONES IN THE AFTER CARE KITCHEN, BUSINESS OFFICE, FRONT OFFICE, FACULTY ROOM, ADMINISTRATION OFFICES, AND ON THE KINDERGARTENS' BULLETIN BOARDS.

FIRE DEPT., POLICE, and RESCUE: 911

POISON PREVENTION CENTER: 1.800.222.1222

GROUP HEALTH Bellevue Medical Center: 425.502.4120

OVERLAKE HOSPITAL, Bellevue: 425.688.5000

Administration:

425.401.9874

Reception/Attendance **Ext 0**

Admissions Director **Ext 1**

Director of Administration **Ext 1**

Executive Director **Ext 2**

Office Manager **Ext 3**

Bookkeeper **Ext 4**

Business Manager **Ext 5**

Administrative Assistant **Ext 6**

Self-Referral for Hospital Transfers

In the case of an injury to a child that requires emergency treatment at a doctor's office or hospital, the incident must be reported by Three Cedars' Executive Director to the DSHS licensor, Shirlee Schlemmer at (425) 590-3094 and CPS, no later than one day after the incident. The entire Three Cedars Administrative Staff and the Student's Class Teacher are also notified.

FIRST AID

When children are in our care staff with current training, in age-appropriate Cardio-Pulmonary Resuscitation (CPR) and First Aid training, are always available. (Documentation of staff training is kept in personnel files)

The first aid kits in the class rooms are maintained and restocked by a contracted company.

Our kits contain:

- First Aid guide
- In the freezer – ice cubes, or frozen vegetables in plastic bags, or ice packs
- Disposable gloves (Nitrile, Latex-free, non-powdered gloves)
- Adhesive tape
- Sterile gauze pads (2, 3, and 4 inch sizes)
- Small scissors
- Syrup of ipecac – to be used only after calling Poison Control – keep a bottle on hand as a requirement for Dept. of Early Learning licensing
- Band-Aids (different sizes)
- Roller gauze bandages
- Large triangular bandage

Our first aid kits(s) are wall-mounted in each room, out of children's reach.

When we go on field trips the Lead Teacher is responsible for taking the first aid kit. Additions for a Travel Kit include:

- Instant cold packs
- A bottle of water and a cup
- Copies of emergency consent forms for each child that contain the emergency contact telephone numbers for each child's parents
- Medicines for acute conditions, e.g. inhalers, Epi-pen, etc.
- Clean disposable gloves are kept in our first aid kit for staff to use when handling any injuries involving blood.
- Liquid soap and paper towels.
- A cell phone.

DISASTER PREPAREDNESS

1. Procedures for medical, dental, poison, earthquake, fire or other emergency situations will be posted in each classroom. The class/lead teacher/caregiver will review the policies with each staff team regularly. The class/lead teacher/caregiver will be responsible for orienting classroom volunteers, new staff or substitutes to these plans.
2. Evacuation plans and routes will be posted in each classroom.
3. Fire drills will be conducted and documented each month and earthquake drills quarterly.
4. Staff will be familiar with use of the fire extinguisher.
5. Earthquake safety precautions will include: pictures and other wall hangings are secured to the walls; shelving and book cases will not be overfilled; and heavy items will be secured and not stored too high.
6. Food, water and supplies for 72 hours of survival will be available for each child and staff. These supplies will be checked yearly for expiration dates and are stored in each classroom. Supplies are stored nearby for the staff.
7. Disaster and earthquake preparation and prevention or training will be documented.

INJURY PREVENTION

1. The school will be inspected at least quarterly for safety hazards by the class/lead teacher/caregiver. Staff will review their rooms daily and remove any broken or damaged equipment.
2. The playground will be inspected daily for broken equipment, environmental hazards, garbage, animal contamination, etc. and proper amount of cushion material under and around equipment by the class/lead teacher/caregiver.
3. Toys will be age appropriate, safe, in good repair and not broken. Mirrors will be shatterproof.
4. Hazards will be reported immediately to the lead aftercare staff. The lead will insure that they are removed, made inaccessible or repaired immediately to prevent injury.
5. The accident and injury log will be monitored by the Executive Director once a month to identify accident trends and implement a plan of correction.
6. The Staff will maintain proper supervision indoors and outdoors at all times.

MINOR ILLNESS/INJURY/ACCIDENT MANAGEMENT

When any minor emergency occurs (e.g. small cuts, bruises, sprains or bumps) we will do the following:

1. Staff trained in First Aid will follow the actions for the particular injury or illness as specified in our American Red Cross First Aid Manual.
2. The child's teacher will record the incident and treatment on an Accident/Injury Report form.
3. The incident will be reported to the parent by telephone and via a copy of the report.
4. Accident/Injury Reports are stored on a clipboard in each Pre-school/Kindergarten and After Care room. Licensing requires an accident log in each room. However, at Three Cedars an incident log is kept in the front office, this is used to document minor injuries in addition to accident reports. This log will be reviewed once a month.

MEDICATION MANAGEMENT

Medication Policy and Authorization for Three Cedars Personnel

If Three Cedars personnel administer any medication, Washington State law and/or Three Cedars School policy requires:

- Parent/Guardian must provide a completed Authorization for Administration of Medication form for each three-day period that the child is to be given ANY medication (**including over-the-counter, non-prescription medications**) at school. The form must be filled out completely and include:
 - parent/guardian authorization
- Exceptions:
 - medicines for chronic, long-term conditions such as asthma, epilepsy, etc. need not be resubmitted on a three-day cycle.
 - if medication is changed by the physician within the three-day period, the parent/guardian must provide a new Authorization for Administration of Medication form.
 - homeopathic remedies may be administered if homeopathic remedy authorization is on file (per the annual Emergency/Consent form).
- At many licensed child care facilities standard practice is to prohibit medications administered by routes other than oral by school personnel, (e.g.,: ointments, creams, eye drops, nasal inhalers, suppositories, or non-emergency injections). Exceptions:
 - Medicines for chronic, long-term conditions such as asthma, epilepsy, etc.
 - Epi-Pen and Epi-Pen Jr. are the only injections that school staff will be trained to administer to a student who is susceptible to a predetermined life-threatening situation.

*****The anthroposophical view of human development promotes natural and homeopathic health care. Thus, Three Cedars offers parents the opportunity to indicate permission for administration of homeopathic remedies to their child by school personnel, on the Emergency Consent form.**

- All medications must be in their original containers and labels must be verified per the Medication Administration Procedure.
- Three Cedars personnel must keep a written record of all medications they give to any child on a Record of Medications Given form. The school must archive these records for seven years.

Medication Administration Procedure

1. Fill out "Record of Medications Given."
2. Wash hands before preparing medications.
3. Carefully read labels on medication, noting and confirming:
 - a. Child's name
 - b. Medication name
 - c. Amount to be given
 - d. Time to be given
 - e. How to be given
4. Confirm that medication is not expired. Expired medication may not be administered.
5. Prepare medication on a clean surface away from diaper or toileting areas
 - for liquid medication, use clean medication spoon, syringe, dropper or medicine cup that has measurement levels clearly labeled provided by parent
 - for capsules/pills, medication is measured into a paper cup
6. Wash hands after administering medication.

Observe child for side effects of medications and alert other staff to possible side effects. We keep:

- internal medications separate from external medications
- all medications at the proper temperature (refrigerated or non-refrigerated)
- all medications inaccessible to children

Internal medications, when not in need of refrigeration, are stored in the back cabinet, inaccessible to the children, in a dark and dry area. Controlled substances (e.g. Ritalin) will be stored in a lock box.

External medications are also stored in the back cabinet in the office, with the first aid supplies and out of the reach of children.

The office staff will be responsible for administering medications and keeping documentation of the date and time the medication was given as well as recording the information on their respective shifts on the standard school forms that will be kept in the sign-in and sign-out log books.

A child's medication will be sent home when it is no longer needed.

Instructions for Medication

To be completed by Three Cedars personnel as reference against physician's authorization and medication container.

Child's Name: _____

Reason for Medication: _____

Name of Medication: _____

How much should be given? _____

When should it be given? _____

How should it be given? ☐ Orally (by mouth)? ☐ Topically (to skin)? ☐ Other (describe) _____

When should it be discontinued? _____

Requires refrigeration? ____ Yes ____ No

Possible side effects: _____

Special instructions/suggestions (e.g. take with food, follow with favorite drink): _____

NOTE: A physician's signature is required for non-prescription medications if:

1. There are no instructions on the container for use of the medication for child's age, or
2. The medication is not listed below.
 - a. Antihistamines (Benadryl, Sudafed)
 - b. Non-aspirin pain relievers and fever reducers (Tylenol, Datril, Liquirin)
 - c. Cough medicines (Robitussin, Triaminic)
 - d. Decongestants (Dimetapp, Pediacare, Robitussin)
 - e. Anti-itching creams (Caladryl, Delacort)
 - f. Diaper ointments and powders (A&D, Desitin)
 - g. Sun screens

Record of Medications Given

Date/ Amount/ Time Given

Full Name of Staff Giving Medication

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AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Student Name: _____ Birth Date: _____ Sex: M / F

HEALTH CARE PROFESSIONAL completes this section (please print clearly and legibly)

I have determined that the medication named below is advisable during the school day. Diagnosis or reason for medication:

Name of medication: _____ Dosage: _____

☐ Tablet/Capsule ☐ Liquid ☐ Inhaler ☐ Nebulizer ☐ Other _____

It is Three Cedars Waldorf School policy that school personnel will administer medicine only one time per day. Parents/Guardians must schedule any additional required doses at home and/or will need to come to the school to administer any additional doses during school hours. Exception: medication for chronic condition.

If medicine is to be given by school personnel DAILY at school, at what time? _____

If medicine is to be given once per day WHEN NEEDED, describe indications:

Is child allowed to carry and self-administer "rescue inhaler"? If yes, I have trained this student in the purpose and appropriate method and frequency of use: ☐ Yes ☐ No

Length of time this treatment is recommended: ☐ Current School Year ☐ Other: _____

Significant side effects: _____

Date: _____ Health Care Professional Signature: _____

Phone #: _____ Print Name: _____

Address: _____

PARENT/GUARDIAN completes this section

- I request that my child be allowed to take the medication as described above.
- I request that authorized persons at school assist my child in taking the medicine(s) described above.
- I have verified that the first dose of the medicine(s) described above was given under parent or physician's direct supervision.
- I understand that school staff will attempt to administer medication in a timely manner, and only once per day. If additional doses are necessary during school hours, I will visit school to administer them directly.
- I will provide the medication in the original, properly labeled container.
- I give my permission for the exchange of information between the school's staff and health care provider.

Date: _____ Parent/Guardian Signature _____

Parent/Guardian Full Name (print) _____

Daytime phone: _____ Emergency phone: _____

HEALTH RECORDS

Certain health information about each child is required by state childcare regulations (WAC 388-150). To meet these state requirements, we ask for the following information in our registration packet:

- The child's health history, including date of last physical
- Consent for emergency care
- Name of preferred hospital
- Immunization status
- Authorization for a person other than the parent to take the child out of the school via a form that is completed by the child's parent(s) or legal guardian(s). Because all of the children in our program are 3 years old and older, these forms are updated on an annual basis.
- Health Care Provider name and phone number
- Allergy and food intolerances
- List of current medications
- Authorization for administration of homeopathic remedies (yes/no)

IMMUNIZATIONS

Three Cedars Waldorf School acknowledges the state health requirements for immunization of young children. Certificates of Immunization status for every child enrolled at Three Cedars Waldorf School are kept on file in the main school office where there is an individual file for each child that may be reviewed at any time for confirmation of compliance with licensing standards. Certificates of Immunization are records of a child's immunization against the following diseases:

- Diphtheria, Tetanus, Pertussis (DTP, DTAP,TDAP)
- Measles, Mumps, Rubella (MMR)
- Polio (OPV or IPV)
- Hepatitis B
- Varicella

When a child leaves the care of Three Cedars Waldorf School, the records of their immunization are returned to the parents.

A child may be accepted into Three Cedars Waldorf School without immunizations if the parents provide a signed Statement of Exemption to Immunization Law that states:

1. They oppose their child being immunized due to religious, philosophical or personal grounds **or**
2. Immunizations are medically unsafe or unnecessary for their child. In this instance the child's health care provider must describe the medical reason why it is not safe and to sign a statement advising against immunization.

Children who are not immunized will not be allowed to attend school or after care during a disease outbreak for diseases that can be prevented by immunization (e.g. measles or mumps). This is to protect children without immunization against infection and to reduce the spread of disease.

INFECTION CONTROL PRACTICES

General Hygiene

We have found the best way to control the spread of illness and reduce infections is for our personnel to:

- Wash hands properly and
- Disinfect all surfaces that can spread bacteria (germs)

We prefer to use botanical disinfectants that do not produce chemical residues or fumes. Staff will follow manufacture's instructions when applying the cleanser.

Procedures for Cleaning

1. In many licensed child care facilities, toys are washed in soap and water and dipped in a disinfectant solution for a minimum of one minute and allowed to air dry. Toys that cannot be easily dipped are sprayed with disinfectant solution. The solution is allowed to stay on the item for one full minute before being dried.

*****At Three Cedars, our school promotes the use of natural materials and surfaces with children. Three Cedars uses natural material toys and class supplies that naturally repel germs. Cloth toys are washed once a month in a washing machine at a water temperature of 150° F and machine-dried. Nap cots and linens are washed weekly by staff members. Bleach and indiscriminate biocides are avoided.**

1. Floors are washed and disinfected daily or more frequently as needed.
2. Toilets and hand-washing basins are washed and disinfected daily.
3. Tables used for food serving will be washed and disinfected before and after each meal or snack.
4. Furniture, rugs and carpeting will be vacuumed daily in all areas. The use of powders or chemical cleaners that can leave residues that can be harmful to children with allergies, asthma, etc., are avoided. Carpets will be steam cleaned following the use of any chemical spot cleaner.

Hand Washing

Hand washing is the single best way to reduce or stop the spread of bacteria (germs) that cause a child to be ill. Our staff wash their hands and teach or help children (if help is needed) to wash their hands according to the following guidelines:

Staff and faculty wash their hands:

- Upon arrival at school in the morning
- Before handling foods, cooking activities, eating and serving food
- After using the restroom or helping children use the restroom
- After handling or coming in contact with bodily fluids such as mucus, blood, saliva, or urine
- After attending to an ill child
- After being outdoors
- After petting or feeding pets/ animals

Children will be directed or assisted in hand-washing:

- Upon arrival at school or returning to the classroom from the outdoors
- After toileting
- After coming in contact with bodily fluids

- Before meals or cooking activities
- After outdoor play
- After touching/ petting animals
- Before and after playing in the water table

Procedure for Hand-washing:

1. Make sure soap, warm water and individual towels are available for staff and children.
2. Turn on the water and adjust the temperature (this should be done by an adult).
3. Wet the hand and apply a liberal amount of soap.
4. Rub hands in a wringing motion from wrists to fingertips for a period of no less than 20 seconds.
5. Rinse hands thoroughly.
6. Dry hands, using an individual towel.
7. Use hand drying towel to turn off water faucet(s).

CHILD ABUSE AND NEGLECT

1. Suspected or witnessed child abuse or neglect will be immediately reported by the Executive Director to Child Protective Services (CPS). Phone # for CPS is (800) 609-8764.
2. Signs of child abuse or neglect will be recorded in a confidential file, separate from the regular student file.
3. Documentation of staff orientation on training on the indicators of child abuse and neglect will be kept in staff files.

SPECIAL NEEDS

1. Confidentiality is assured with all families and staff in our school.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. A written plan of care will be developed by the director, parent/guardian and teacher for each child with special needs.
5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. This may be supported by consulting with outside agencies/organizations.
6. All staff will receive general training on working with children with special needs and updated trainings on specific special needs that are encountered in their classrooms.

FOOD SERVICE AND NUTRITION

Food Service

1. Food handlers permits will be required for staff that prepare full meals and are encouraged for all staff.
2. Orientation and training in safe food handling will be given to all staff. Documentation will be posted in the kitchen area and/or in staff files.
3. Many conventional licensed child care facilities do not allow children to prepare or handle food.
*****Anthroposophy views the rhythms of the home essential in a child's life; therefore Three Cedars includes children in daily routines of food preparation, such as cutting washed fruits and vegetables for snack time, with proper hand washing.**
4. Staff and children will wash hands with soap and warm running water prior to food preparation and service in a designated hand-washing sink; never in a food preparation sink.
5. Refrigerators and freezers will have thermometers placed in the warmest section (usually the door). Thermometers will stay between the range of 35 F and 45 F in the refrigerator and 10 F or less in the freezer.
6. Chemicals and cleaning supplies will be stored away from food and food preparation areas.
7. Cleaning and disinfecting of the kitchen will be according to the Cleaning, Disinfecting and Laundering section of this policy.
8. Dishwashing will comply with safety practices:
 - a. Hand dishwashing will use three sinks or wash basins(wash, rinse, and sanitize)
 - b. Dishwashers will have a high temperature sanitizing rinse (140 F residential or 160 F commercial) or chemical disinfectant.
9. Conventional licensed child care facilities do not use wooden cutting boards.
*****Again, our school supports the use of natural materials hence Three Cedars uses wooden cutting boards, which are naturally less prone to germs, washing them between each use.**
10. Food preparation sink will not be used for general purposes or post toilet hand washing.
11. Kitchen counter sinks and faucets will be washed, rinsed and sanitized before food production.
12. Tabletops where children eat will be washed, rinsed and sanitized before and after every meal and snack.

Food Preparation

Food not handled properly can be a major cause of stomach upset, vomiting and diarrhea. To reduce the risk of food borne illness, the Three Cedars Waldorf School Mixed Age Kindergarten and After Care staff adheres to the following procedures:

Thaw frozen foods:

1. In the refrigerator, 1-2 days before the food is to be prepared or
2. Under cold running water while wrapped in a thin plastic bag or
3. In the oven during the cooking process if the item weighs less than 3 pounds. (Plan for the extra time needed to cook the food to the proper temperature.)

Cook all foods to the proper temperature. Use a clean cooking thermometer with a metal stem to determine that the proper temperature has been reached.

Reheat foods to an internal temperature of 165 F in 30 minutes and if held, keep the temperature at 140° F until served.

Hold cooked foods at a minimum temperature of 140 F. until served.

Cool foods by:

1. Placing food in shallow container (metal pans are best) 2" deep or less. Leave uncovered and then either put the pan into the refrigerator immediately or an ice bath or freezer, stirring occasionally.
2. Reducing the temperature to 70°F within 2 hours or to 45° F within 4 hours or less
3. Placing high density foods such as refried beans, chili, or clam chowder in uncovered shallow containers (metal pans are best) 2" deep or less until food is cooled to 45° F or less.

Left over foods (foods that have been held lower than 45° F or above 140°F and have not been served) will be cooled, covered, dated, and stored in the refrigerator or freezer. Leftover food must be refrigerated immediately and not be allowed to cool on counter.

Food substitution, due to allergies or special diets and authorized by a licensed health care provider will be provided within reason by Three Cedars.

Nutrition

Adequate nutrition is critical for the growth and development of all children. The parents and families of the children provide the following snacks and meals:

1. Mid-morning snack is prepared and served by Three Cedars Waldorf School teachers
2. Lunch is prepared by parents and sent to school with the children, except for in the Kindergartens.
3. Mid-afternoon snack is prepared and served by the Three Cedars Waldorf School After Care staff
4. Children have free access to drinking water

ASTHMA AND ALLERGY EMERGENCIES

1. A record of students with food or other allergies along with written directions from the parents about what can or cannot be served to their children will be kept in each child's file. Copies of these records will also be posted at each site where all staff members can easily access the information.
2. If a child cannot eat certain foods, parents will be asked to provide written lists of what foods the child can eat.
3. A description of the allergic reaction for each child with allergies and the action that needs to be taken in the event of a reaction will be included in child's file as well as posted where all staff members can easily access it.
4. All staff will be instructed about where to find information on students with allergies.

PET HEALTH

1. Parents will be notified in writing when planned pet visits are scheduled.
2. Animals will be properly cared for (clean water, food, clean cages, and immunized)
3. Animals, their cages and any other equipment will not be allowed in food prep area
4. Children will be closely supervised when handling pets.
5. Children with allergic response to animals will be accommodated.
6. Children and adults will wash hands after handling or feeding animals.
7. Conventional licensed child care facilities do not allow children to clean cages.
*****The anthroposophical view of human development promotes children's participation in the maintenance and care of their environment. As a result, classroom pets are cared for on a rotating schedule by each child under the supervision of the Three Cedars faculty and/or staff.**

STAFF HEALTH

The health of Three Cedars employees who care for children is very important. If a child care provider is not feeling well, it is more difficult for them to interact positively with the children. Mental health is as important as physical health.

To assure that the people taking care of the children are healthy, Three Cedars requires the following:

- As per licensing requirements, Early Childhood and After Care teachers and assistants are required to be tested for tuberculosis prior to being employed unless they are otherwise advised by a healthcare provider.
- All staff with a reportable communicable disease is required to avoid contact with children unless approved, in writing, by a health care provider. In the case that a staff member has a reportable communicable disease, the director of the school, will assesses the health of that individual.