

# STAFF HEALTH POLICY

## CAREGIVER/TEACHER HEALTH

**Reason this policy is important:** Caregiver/teacher have constant, direct contact with infectious diseases. Staff health is important in maintaining a successful and healthy environment.

### **Procedure and Practices, including responsible person(s):**

A daily evaluation of each staff member, substitute, and volunteer for obvious signs of ill health by an administrator or other assigned teacher/caregiver is important. These informal checks should be part of each day's routine greeting as each person comes into the facility.

Adults who care for children should

- Be healthy and able to perform the duties required of them.
- Have regular check ups
- Have up to date immunizations, including receipt of an annual influenza vaccine.
- Take appropriate precautions to minimize the exposure of others to infections and illnesses.

Staff should immediately report to \_\_\_\_\_ (staff title/name) any signs of infection or illness that may affect the health or safety of children or other adults. Clear and open communication about illness can help to identify potential health risks and prevent the spread of harmful infections and illnesses. Staff will follow the same guidelines in the Exclusion of ill children and staff policy.

Staff who are ill or who become ill during the day should be allowed and encouraged to go home. \_\_\_\_\_ (staff title/name) will arrange for a substitute caregiver/teacher.

Health Appraisals:

- Adults who care for children and work more than 40 hours per month are required to have a pre-employment health appraisal – health history review, physical examinations, screening tests, and professional evaluations of results.
- Additional health appraisals every two years
- Documentation on file that the individual's health appraisals include: Health history, Physical and Dental examinations, Vision and hearing screenings.
- A pre-employment tuberculosis (TB) screening test (using the Mantoux test, 1 or 2 step procedure) with follow up of any positive results
- Up to date immunizations or certified immune status of measles, mumps, rubella, diphtheria, tetanus, polio, varicella, influenza, and hepatitis B and evaluation of risk related need for hepatitis A and pneumococcal polysaccharide vaccines.
- Assessment of risk from exposure to common childhood infections (e.g., parvovirus, cytomegalovirus, chickenpox) as determined by the adult's health professional
- Assessment and description of job related health concerns (e.g., orthopedic, psychological, neurological, sensory limitations, communicable diseases that require accommodations to complete daily tasks)
- All high-risk adults who reside in a family child care home and any adult who works with children (even less than 40 hours per week) must complete TB screening.

Health Limitations of Staff:

- Staff and volunteers must have a licensed health professional's release to return to work when the program has any concern that the adult may have a harmful communicable disease (those reportable to the health department) or because of continuing symptoms or unclear information about their status.
- They experience a condition that may affect their ability to do their jobs.

- They require accommodations to prevent illness or injury in their work.
- The return after a serious or prolonged illness or after a job related injury.
- Their condition of health could affect assignments to a new role in the child care program or school.
- There are insurance issues or liability risks for the child care program or school related to their health problem.

Staff sick leave is important because it may minimize the spread of harmful communicable diseases and may promote full recovery from illness, which may improve resistance to the next exposure to infection and improve job performance.

**When this policy applies:**

This policy applies at all times for this child care program.

**Communication plan for staff and parents:**

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center. All parents will receive a written copy of this policy in the parent handbook and a copy of this policy will be posted on the parent bulletin board in each classroom. Parents, staff and volunteers will receive written notification of any updates.

**References:**

American Academy of Pediatrics, (2005) Managing Infectious Diseases in Child Care and Schools, a quick reference guide

**Reviewed by:** \_\_\_\_\_ Director/Owner

\_\_\_\_\_ Health Professional (physician, nurse, health department, EMS, Health consultant)

\_\_\_\_\_ Staff member

\_\_\_\_\_ Other (parent, advisory committee, police, CPS)

**Effective Date and Review Date:**

This policy is effective \_\_\_\_\_ and will be reviewed annually or as needed.

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000