



Skaneateles Early Childhood Center
Est.1978

Health Policy

Group care of children brings with it concerns regarding illness and contagion. Some children seem never to become ill while others contract many illnesses from one another. This can be a major problem for parents who must lose work time and for children who need to be home when they are ill. Please read and retain the Medical and Health Policy that is provided for you at your intake. The Center must enforce these policies for the welfare of all children in our care. Should your child become ill while attending the Center, we will contact you so that you can make arrangements for your child to be picked up. Please have a plan ready for such circumstances; a backup person is especially important if you cannot come yourself.

If a child or staff member is found to have a confirmed communicable illness, a notice will be posted on the door of all affective classrooms. All parents and staff in the Center will be immediately notified as soon as possible of any confirmed communicable illnesses present in their classroom. In the event a child is reported to have a severe communicable disease, the Director will notify the health department. If a child receives an injury while at the Center, staff will fill out a Health Incident Report (OCFS-4436). Parents are asked to sign the form either at pick-up that night or at drop off the following day. A copy of the form will be given to the parent and the signed original will be placed in the child's permanent file in the office.

Medication Authorization

Staff members may not administer medication to any child unless a parent has completed a NYS-OCFS Medication Consent Form (OCFS-LDSS-7002). Only staff members who have undergone the Medical Administering Training (MAT) are authorized to administer medication at the Center. Parents must indicate a start and end date, reason for the medication, and the proper dosage or medication cannot be administered. If a child becomes ill while at SECC, and a parent requests that medication be given, verbal authorization can only be given to a MAT certified staff member. A NYS-OCFS Verbal Medication Consent Form (OCFS-LDSS7003) will be completed by a MAT certified staff member and must be signed by the parent upon pick-up. Parents are responsible for bringing in the specified medication in its original box of container for their child. Medicine will be returned to the parents after the end date has expired. A list of current MAT certified staff members is posted in every classroom and in the office.