

PLYMOUTH HOUSE
NURSERY SCHOOL



87 Edgell Rd.
Framingham, MA 01701
508-875-1001
Director.phns@gmail.com

Health Care Policy

Revised July 2026

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Emergency Information

Plymouth House Nursery School
87 Edgell Rd.
Framingham, MA 01701
Phone: 508-875-1001

Location of Center:

PHNS is located at the end of the Parking Lot adjacent to the Plymouth Church in Framingham. Turn off Edgell Rd. at the Plymouth Church to enter Parking Lot, which is behind the Plymouth Church. The School is a white building separate from the Church.

Emergency: **9 – 1 – 1**
FIRE, POLICE, AMBULANCE

Fire Department: 1-508-620-4951 (Rte 9, Non-Emergency) OR
1-508-532-5930 (Downtown, Non-Emergency)

Police Department: 1-508-872-1212 (Non-Emergency)

Ambulance: 1-508-872-1212 (Non-Emergency)

Poison Information: 1-800-222-1222 OR 1-617-232-2120

MA DPH: 1-800-487-1119

Hospital: Metrowest Medical Center
115 Lincoln St.
Framingham, MA 01702
Main Phone: 1-508-383-1000

Health Care Consultant: Denise Doner
32 Exeter Rd.
Hudson, MA 01749
Cell Phone: 1-774-279-2467

Director: Jenn Gunnell
40 Hobbs Rd.
Waltham, MA 02452
Cell Phone: 1-781-864-5212

Designated Adult: Jenn Gunnell
Cell Phone: 1-781-864-5212

Plymouth Church: Nancy McAllister
Main Phone: 1-508-875-1364

Injury Prevention and First Aid

Injury Prevention Plan

All staff shall observe and monitor their classroom and playground at all times for any hazards which may cause injury. We do not permit smoking on school grounds. We shall keep all toxic substances out of the reach of children.

Injury Reporting

If a child is injured and requires first aid or medical attention, an Injury Report Form will be filled out providing information about the child or children involved, the date, time and location of the incident, and how it occurred. It will also indicate steps taken to prevent this injury or incident in the future, if applicable. The names of staff who administered first aid or medical care will also be included. In addition, the incident will be recorded in a school-wide central log, which shall be monitored periodically to recognize patterns and identify any problem areas.

First Aid

All educators are certified in First Aid and CPR within 6 months of hire at PHNS. All First Aid is administered by a First Aid certified staff member. There is one fully maintained First Aid Kit located in the hall closet, as well as smaller kits located in each classroom and in emergency bags. This Health Care Policy is located in the hall closet as well. All staff members are trained during the orientation period as to where the First Aid kits are located and how to use the contents. The full First Aid Kit includes all of the following items: Adhesive tape, band-aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers and thermometer. The smaller kits contain, at minimum, band-aids, gauze pads and disposable non-latex gloves. All kits shall be checked on a monthly basis.

Emergency Procedures and Evacuation

Transportation Plan

Plymouth House Nursery School does not provide transportation. Each year, families acknowledge their transportation arrangements by signing the Permission Form. This form confirms that a parent/guardian is responsible for their child's drop-off and pick-up. Additional individuals may be authorized to pick up your child by completing the Pick-Up & Release List. Your child will be released **ONLY** to a parent/guardian or to individuals listed on the authorized Pick-Up & Release List. We ask that families provide advance notice of any changes to their child's usual drop-off or pick-up arrangements, even if the person picking up your child is already listed as an authorized individual.

If someone *not* listed on your child's authorized Pick-Up & Release List will be picking up your child, we require *written notification* from a parent or legal guardian. Phone calls will not be accepted for this purpose.

Any authorized adult who is unfamiliar to our staff must present a valid photo ID before your child will be released. Identification will be verified by an Admin and/or your child's teacher.

Transportation in the Event of an Emergency

In the event of a medical emergency, emergency medical services (EMS) will be called, and the child(ren) will be transported to the hospital by ambulance. The child will be transported with all required medical and emergency information, including parent/guardian contact information and emergency phone numbers. Parents/guardians will be notified immediately of the emergency. However, if a parent/guardian has not arrived by the time the ambulance is ready to leave, transportation to the hospital will not be delayed. The Director will accompany the child in the ambulance. If the Director is unavailable, one of the child's educators will accompany the child. A parent or legal guardian is required to meet the child and the accompanying staff member at the medical facility as soon as possible.

Medical Emergency Procedures

In the event of a medical emergency, we will take the following steps:

1. A First Aid certified teacher will begin necessary First Aid.
2. Ambulance will be called.
3. Parents will be called. If parents cannot be reached, we will contact the emergency contact(s) and the child's doctor. *We will not wait to transport a child if a parent/guardian has not arrived by the time the ambulance is ready to leave.*
4. Director will accompany child to the hospital, bringing the child's file. In the event the Director is not available, one of the child's educators will accompany. A parent/guardian is required to meet the child and the Director/educator at the medical facility.
5. Teachers will complete and ask parents to sign an Injury Report Form, a copy of which will be added to the child's file.
6. Director will inform Department of Early Education and Care of the incident.

There may be incidents which require a child to be seen by a doctor, but not necessarily transported in an ambulance. If a parent or legal guardian is unable to pick up their child to

transport them to a doctor, they must approve, in writing, an alternative method of transportation.

Emergency Evacuation Plans

In case of an emergency whereby the school must be evacuated, the following procedures will be adhered to:

Room 1 –

Exit 1: All children shall exit the room into the hallway, turning right, left, and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 2: All children shall exit through the door into Room 2, continue to Room 3, and exit out the rear door. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, turning left and exiting through the playground doors. Meet at far corner of playground.

Room 2 –

Exit 1: All children shall exit the room into the hallway, turning left, right, and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 2: All children shall exit through the door into Room 3, and exit out the rear door. Meet in grassy area between the school and the church.

Exit 3: All children shall exit through the door into Room 1, then exit the room into the hallway, turning left and exiting through the playground doors. Meet at far corner of playground.

Room 3 –

Exit 1: All children shall exit the room through the rear door. Meet in grassy area between the school and the church.

Exit 2: All children shall exit the room into the hallway, turning right and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, then exit through the playground doors. Meet at far corner of playground.

Room 4 –

Exit 1: All children shall exit the room through the rear door. Meet in grassy area between the school and the church.

Exit 2: All children shall exit the room into the hallway, turning right and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, turning right and exiting through the playground doors. Meet at far corner of playground.

Classroom teachers shall take attendance information with them during an evacuation. Attendance will be checked outside the building and again upon returning to the building.

The Director shall hold evacuation drills monthly. They will be held on varying days so as to include all children. The times and dates will be noted in the evacuation log located in the Emergency Binder.

Transportation in the Event of an Area Evacuation

If an emergency mandates immediate evacuation per order by the State (flood, hurricane, tornado, war), the City of Framingham will supply a bus and transport everyone to Brophy Elementary School. Parents will be contacted from that location. Children will be comforted and given explanations according to ability to understand.

Emergency Evacuation Bag

In all emergency situations, staff will possess an Emergency Evacuation Bag which contains emergency information for all children, a First Aid Kit, a limited amount of food and water, and some age-appropriate materials for children in the case of a long wait.

Contingency Plans for Emergency Situations

Natural Disaster or Hazardous Situation

In case of a natural disaster or hazardous situation, such as severe weather, snow or ice storm, tornado, hurricane, earthquake or flooding, chemical illness, bomb threat, etc., the Director or person in charge will immediately contact the Fire and Police Departments and follow their safety instructions.

If we are advised to Evacuate, we will:

1. Follow the same procedure as an Emergency Evacuation
2. Bring the children to the Plymouth Church or across Edgell Rd. to the Unitarian Church
3. Bring our Attendance, Emergency Evacuation Bags, and our Emergency Binder containing important information on all children
4. Contact families *after* we have completed our evacuation

If we are advised to Shelter in Place:

1. The Director or person in charge will inform staff members where to shelter in place in the building, then we will:
2. Bring our Attendance, Emergency Evacuation Bags, and our Emergency Binder containing important information on all children to our shelter in place spot
3. Comply with any regulations and directives from the Board of Health, Fire Department, Police Department, Building Inspector, or any other emergency agencies
4. Contact families as soon as possible, *after* we are sheltered in place

Loss of Utilities

In case of a power outage, we will try to ascertain the length of the outage by contacting the Plymouth Church office. If power cannot be restored in a reasonable amount of time, a decision will be made to close the program and parents will be contacted to pick up their children. A cellular phone is always available in case of loss of phone lines. There are two fuse boxes for the building: one located near the doors to the playground, and one located downstairs in the boiler room.

In case of loss of heat, we will attempt to ascertain how long the heat will not function by contacting the Plymouth Church office. If heat and/or hot water minimum temperature cannot be reached and maintained within a reasonable amount of time, a decision will be made to close the program and parents will be contacted to pick up their children.

In case of loss of water, we will attempt to ascertain how long running water will be unavailable by contacting the Plymouth Church office. If running water will not be available for an

extended amount of time, a decision will be made to close the program and parents will be contacted to pick up their children.

If any utility outages occur overnight, school opening may be delayed until more information can be obtained. Parents would be notified via Brightwheel of any delays or closures.

Missing Child

If a child is discovered missing, staff members will immediately inform the Director or person in charge, and a search of the building and school grounds will immediately begin. The family will be called to inform them. If the child is not found in the center and is not with a parent/guardian, the Director will call the police or proper authorities and follow their directions.

Health Care Procedures

Disinfectant Solution

Plymouth House Nursery School regularly sanitizes and disinfects toys, dishes, surfaces, bathrooms and bodily fluids. All equipment, items or surfaces will be washed with soap and water using 1 part soap to 3 parts water, then disinfected. We shall use a commercially prepared disinfectant that has been registered as a sanitizing solution by the Environmental Protection Agency (EPA).

Infection Control

All staff members are required to wear disposable gloves for the clean-up of blood or bodily fluids. The affected area shall be disinfected, then used gloves shall be properly disposed of in a lined, covered container. Any contaminated clothing will be placed in a plastic bag, labeled and returned to the parent/guardian at the end of the day. All cleaning supplies shall be kept out of the reach of children. All staff shall be trained during their orientation period on the procedures of infection control and sanitation.

The following are reiterated and used for infection control:

- Give children enough space. Crowding leads to the spread of infection. The state requires at least 35 square feet of indoor floor space per child.
- Fresh air is important. Even in very cold weather, the windows and doors should be opened at least once a day and the center thoroughly aired out, when the children are not present. Children should be brought outside at least once a day, if possible, for fresh air.
- Hand washing is very critical. Use germ-free running water. Do not use basins for hand washing as germs will easily move from one child to another. Liquid soap is recommended. Use individual paper towels for drying. Do not share towels. All children and adult hands should be washed:
 - o Before and after eating or handling food
 - o After toileting / changing diapers
 - o After handling body secretions or using a tissue
 - o After cleaning or handling trash or cleaning products
 - o Before and after water play
 - o After playing in the dirt or sand outdoors
 - o Before and after administration of medication (adults)
- The licensee shall ensure that the following specified equipment, items or surfaces are cleaned with disinfectant solution, and/or soap when appropriate, after each use:
 - o Diapering surfaces
 - o Toys mouthed by toddlers
 - o Mops used for cleaning bodily fluids
 - o Thermometers
 - o Water tables and water play equipment
 - o Eating surfaces before and after each use
- The licensee shall ensure that the following specified equipment, items or surfaces are cleaned with disinfectant solution, and/or soap when appropriate, daily:
 - o Toilets and toilet seats
 - o Diaper pails, including lids
 - o Sinks and faucets

- Water table and water play equipment
- Play tables
- Smooth surfaced, non-porous floors
- Mops used for cleaning
- Washcloths and towels
- The licensee shall ensure that the following specified equipment, items or surfaces are cleaned at least weekly, or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:
 - Cribs, cots, mats or other sleeping equipment
 - Sheets, blankets or other coverings
 - Machine washable fabric toys
 - Clothes used for dramatic play
- Each child must have his/her own blanket. Mats that are used by more than one child should be disinfected after each use.
- Keep children as clean and dry as possible. Examples include:
 - Change diapers and soiled clothing promptly
 - Wipe wet noses, eyes, and hands with paper tissues, wearing gloves and washing your hands after
 - If a child gets a scrape, cut, insect bite, or scratch, wash it well with soap and water and cover it lightly

Plan for Toileting and Diapering

Toilet training will begin in accordance with the requests of a child's parents, *in addition to* the school's recommendation for individual emotional and physical abilities and readiness. Toilet training is not an eligibility requirement for enrollment. We will work with your child towards succeeding in their independence when they are ready.

Toileting

Toileting will occur at regularly scheduled intervals and children will also be encouraged to use the toilet as needed. Accidents do happen and will be treated with sensitivity. Children will be assisted in cleaning themselves and changing clothes. Soiled garments will be placed in plastic bags and sent home for cleaning. Parents are requested to ensure there is a replacement set of extra clothing available for the next day. Proper sanitary techniques and hand washing are taught to the children and practiced during toileting.

Diapering

All children will be kept clean and dry through regular diaper changes throughout the day. A changing table, disposable gloves, water and paper towels will be provided and used in our diapering procedures. Disposable diapers will be provided by parents. Wipes will be provided by the school, unless you would like a specific brand for your child. Soiled or wet diapers will be disposed of in a separate covered container labeled for diapers.

Educators will follow the procedures below for diapering at PHNS:

1. Place disposable changing paper on changing table or mat
2. Put on disposable gloves
3. Place child on changing table or mat, keeping one hand on the child when diapering on an elevated surface
4. Remove soiled diaper
5. Put soiled diaper in diaper pail
6. Clean child thoroughly with disposable wipes

7. Diaper child with new diaper
8. Throw away changing paper
9. Throw away gloves
10. Remove child from changing table or mat
11. Wash changing table or mat with soap and water
12. Disinfect changing table or mat with disinfectant
13. Wash educators' and children's hands

Allergies and Chronic Health Conditions

Upon enrollment in our program, parents shall indicate on required paperwork whether their child has allergies, a special diet, or a chronic health condition. This information is confidentially posted in each classroom and in the office. Allergies or chronic health conditions require additional paperwork, including an Individualized Health Care Plan (IHCP) as detailed below. This plan describes the condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment and the potential consequences to the child's health if the treatment is not administered. All medications related to an allergy or chronic health condition are required to be on-site; we cannot and will not provide care to a child without their necessary life-saving medications.

Individualized Health Care Plans

Whenever a child has been diagnosed by a licensed health care practitioner with a chronic medical condition, parents must provide the program with a written plan, known as the Individualized Health Care Plan (IHCP) which describes the nature of the condition, symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. An Action Plan form may also be required.

With written parental consent *and* licensed health care practitioner authorization, staff members may administer routine, scheduled medication or treatment to a child with a chronic medical condition. The staff member must successfully complete training given by the child's health care practitioner or, with his/her written consent, given by the child's parent or program's health care consultant, that specifically addresses the child's medical condition, medication, and other treatment needs. Whenever an Individual Health Care Plan provides for a child to carry his or her own medication, parents must provide, on-site, a back-up supply of the medication as needed.

Administration of Medication

Plymouth House Nursery School can administer medication to children with written consent from a parent or guardian. To administer prescription medication, the following conditions must be met:

- A written doctor's authorization or prescription for the medication
- A written, dated note from parents providing permission to dispense the medication and specifying the medication, its dosage and frequency, what symptoms warrant giving the medication, as well as its potential side effects, if any
- All prescription medication must be in the original packaging with a current prescription label that includes the child's name, the doctor's name, the purpose of the medication, the dosage, and an expiration date
- Both the medication itself *and* the prescription must be current and not expired

- **PHNS staff are not allowed to administer the first dosage of any medication**

We will not administer any medication contrary to the prescription unless a written order or a Plan of Action is given by the child's physician. All medication will be kept in a safe location out of reach of the children, and in accordance with storage instructions.

If a child must take prescription or non-prescription medicine during school hours, a Medication Consent Form must be filled out and signed by the child's parent or guardian. The medication should be left in the Director's office and must be in the original packaging. Under no circumstances can medications be left in the child's belongings. The medicine will be given at the appropriate time by a teacher or the Director, and each dose will be noted on the Medication Administration Record, including the time, date, dosage and signature of the person administering the medication. Both the Consent Form and Administration Record will be permanently maintained in the child's file. If a child needs to be given medication for longer than one week, new forms are required at the start of each week. All unused medication shall be properly disposed of or returned to the parent or guardian.

Non-prescription topical medications (i.e., diaper creams and sunscreens) must be in original containers with current expiration dates, and can be administered to children provided written parental authorization has been received.

Health Care Policies

Health Requirements

A physical examination and immunization record from your child's physician is required at enrollment and must be updated annually. When your child has their well visit exam, please provide a copy of the updated form to the office. The state also requires lead screening. Pursuant to the Department of Public Health regulations, all children, regardless of risk, shall be screened for lead poisoning according to current state requirements.

Preventing the Spread of Illness

Our goal is to promote preventive health care and maintain a healthy environment for all children and staff. With your cooperation, we can help minimize the spread of illness throughout our school community. If your child is ill, we encourage you to keep them home to rest and recover fully before returning to school. This allows your child to regain their strength and resistance to other illnesses, while also helping to protect classmates and staff from becoming sick. PHNS is not licensed for the care of ill children.

General Illness Policies

Staff members will continually observe the children in their care for signs of illness. If, upon arrival or at any point during the school day, any of the following symptoms of illness are noted, you will be requested to take your child home:

- Temperature of 100 or higher
- Inflammation of eyes or production of mucus from eyes
- Unidentified rash or hives
- Signs of severe cold symptoms
- Sore throat
- Wheezing
- Vomiting or diarrhea
 - A phone call will be made after one episode of vomiting, or after two episodes of loose stools during the school day

If these symptoms develop during school hours, your child will be isolated away from other children in the Director's office. Parents should have a plan in place that allows their child to be picked up **within 30 minutes** of being notified that their child is sick.

Care for Mildly Ill Children

If a child becomes ill during the school day, they will be brought to the Director's office, away from other children in a quiet, supervised space. We will provide a mat for resting and offer something to drink and eat, if appropriate. The child will be offered toys and books until a parent or guardian arrives. The staff person that remains with the child shall be trained in CPR and First Aid, which includes knowledge of symptom recognition, and the ability to properly document the illness.

Returning to School After an Illness

Children must be well enough to fully participate in the normal activities of the program, meet the exclusion requirements for their specific illness, and no longer pose a risk of spreading a contagious disease to others.

Any of the symptoms listed above require that your child remain home until they have been symptom-free for at least **24 hours** before returning to school, unless otherwise noted. Some illnesses or conditions may require a longer exclusion period and/or written clearance from a healthcare provider before a child may return. Please refer to the specific requirements outlined below for individual illnesses and conditions.

Children may return to school under the following conditions:

- **Fever** – Fever-free for at least 24 hours *without* the use of fever-reducing medication
- **Vomiting or Diarrhea** – At least 24 hours have passed since the last episode, *and* child is eating and drinking normally
 - This exclusion period may be extended during periods of widespread illness or at the discretion of the Director based on public health guidance.
- **Conjunctivitis (Pink Eye)** – At least 24 hours after treatment begins, *along with significant improvement and no active discharge*
- **Illnesses requiring antibiotics** – At least 24 hours after beginning antibiotic treatment; however, return to school also depends on the specific diagnosis, the child's improvement, and the recommendation of the healthcare provider. Beginning an antibiotic alone does not automatically permit a child to return to school.
- **Head Lice:** After appropriate treatment has been completed. Plymouth House Nursery School maintains a **no live lice or nit** policy. Additional screening may be required before the child returns.

Conditions Requiring a Healthcare Provider's Clearance

The Director reserves the right to require written medical clearance before a child returns to school following any contagious illness, in addition to what is detailed below.

Children may return to school only after meeting the requirements below and providing written clearance from their healthcare provider:

- **Impetigo** – After appropriate treatment has begun, lesions are healing, and any affected areas can be covered if necessary
- **Unidentified, Contagious, or Widespread Rashes** – After the rash has resolved or a healthcare provider has determined that the condition is not contagious
- **Parasitic Diseases (such as scabies)** – After appropriate treatment has been completed
- **Chickenpox (Varicella):** When all lesions have dried and crusted over
- **Measles:** Four days after the rash first appears, unless otherwise directed by public health officials.
- **Rubella (German Measles):** After the rash has resolved
- **Hepatitis:** As determined by the child's healthcare provider and public health guidance
- **Mumps:** Five days after the onset of swelling

Medications Taken at Home

If your child is taking medication at home that does not need to be administered during school hours, parents/guardians must still notify the Director. Some medications may affect a child's behavior, alertness, or participation in daily activities, and it is important that staff are aware in order to appropriately support your child while they are in our care.

Management of Infectious Disease

Plymouth House Nursery School is committed to maintaining a healthy environment for all children and staff. Children who have a contagious disease, serious illness, or reportable disease may not attend school if they pose a risk of transmitting illness to others.

If a child becomes ill or is suspected of having a communicable disease while at school, they will be brought to the office and separated from other children until a parent or guardian arrives to take them home.

The program's Health Care Consultant will be consulted as needed, and PHNS will follow the recommendations of the healthcare provider, the Massachusetts Department of Public Health, and other applicable public health authorities to help prevent the spread of communicable diseases.

Children may return to school only after meeting the return-to-school requirements outlined in this handbook and any additional recommendations provided by their healthcare provider or public health officials.

Reporting of Contagious Illnesses

To help protect the health of our school community, parents/guardians are required to notify the Director immediately if their child is diagnosed with or suspected of having a contagious illness or disease, even if symptoms develop on a day when the child is not scheduled to attend school.

Plymouth House Nursery School is required to notify families when children or staff may have been exposed to a contagious illness or disease during the period in which it may have been contagious or incubating. Notifications will protect the confidentiality of the affected individual(s) and will be provided in accordance with applicable public health guidance.

Prevention of Abuse and Neglect

Child Protection Mandate

The safety and well-being of every child is the highest priority at Plymouth House Nursery School. We are committed to protecting all children in our care from abuse and neglect.

All Plymouth House Nursery School employees are *mandated reporters* under Massachusetts law. Any staff member who has reasonable cause to believe that a child is suffering from abuse or neglect is required to immediately file a report with the Massachusetts Department of Children and Families (DCF) in accordance with Massachusetts General Laws, Chapter 119, Section 51A.

If a report is filed, or if the program becomes aware that a 51A report has been filed alleging abuse or neglect of a child while in the care of Plymouth House Nursery School, the Director will immediately notify the Massachusetts Department of Early Education and Care (EEC), as required by EEC regulations.

Plymouth House Nursery School will fully cooperate with all investigations conducted by DCF, EEC, law enforcement, or other authorized agencies. This includes providing information and records as permitted or required by law and assisting with any investigation necessary to ensure the safety and protection of children.

The program will document any concerns regarding staff conduct related to suspected child abuse or neglect. Any employee alleged to have abused or neglected a child will be removed from direct contact with children while the matter is under investigation, as required by EEC regulations, and will not return to a position involving direct care of children until authorized by the appropriate agencies.

Plymouth House Nursery School will maintain all records related to suspected abuse or neglect in accordance with applicable confidentiality requirements and state regulations.