Health Officer

* Officer of the Board (voting)
* Attend regular monthly meetings
* Orientation and hand-over at June board meeting
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
* Works closely with Membership Secretary
* Make sure all student files are complete with all health forms by beginning of classes is September so we can pass Public Health nurse inspection – see teachers for any additional details
* Knowledgeable about school sanitation practices
* Keeps available blank medical forms and emergency kit/supplies at school

July

* Contact EpiPen (the drug company) for up-to-date Trainer Epipen for anaphylaxis parents to try out at the orientation, if needed.

August

* Check Region of Waterloo Public Health Website for changes to the Child Care Provider Public Health reporting forms. <http://www.region.waterloo.on.ca/ph>
* Make extra copies of required forms (may use school photocopier)
	+ Form A (standard immunization, required for all children)
	+ Form C1 (Temporary Immunization Exemption Form (religious or conscience)
	+ Form C2 (Temporary Statement of Medical Exemption from Immunization Form)
	+ Pre-Employment Health form for employees/providers/volunteers

***HEALTH FORMS***

* Working with Membership Officer, begin to track all incoming health forms.
* Review each form to ensure there are no blanks (*see Appendix B for most commonly missed areas*)
* Review immunization forms to ensure they are up-to-date according to the child’s age (*see Appendix C for most recent immunization schedule & a list of names for each vaccine*)
* All children will require completed versions of:
	+ Emergency Contact Form
	+ Two copies of Form A OR Form C1 OR Form C2
	+ Two copies of immunization records
	+ Health & Medical Information form
	+ History of Communicable Diseases form
* All PARTICIPATING adults (i.e. not EDGE or Non-participating) will require completed versions of:
	+ Pre-Employment Health Form for Employees/Providers/Volunteers.
	+ Parents do not need to complete the Tuberculosis Screening History as “TB skin testing is not recommended for volunteers who expect to work less than 150 hours/ year (approximately one half day per week)” If a TB test has been done previously, TB results are good for 2 years.
	+ Up to date vaccinations are recommended for all duty parents, but not required. In the event of an outbreak, duty parents without the vaccination (of the outbreak) would not be allowed to volunteer. This recommendation is from the Public Health nurse.
	+ Make a list of incomplete forms (and keep these forms separate) for parents to complete at the September AGM. Notify (e.g. email) parents re: the incomplete information. Send a reminder just before the AGM. Can also send an attachment by email of the incomplete forms for parents to scan and return to you by email or to bring to AGM. Remind them that they must have completed Pre-Employment forms before their first duty day, and their children MUST have completed immunization forms and records to attend school.

***ANAPHYLAXIS TRAINING***

Completed online: [www.allergyaware.ca](http://www.allergyaware.ca), parents are asked to complete the training for daycare setting, but if they accidentally do the school training it is acceptable as well, you do not need to make them re-do it.

***LIST OF ALLERGIES***

* Identify all children with allergies (should be noted on child’s Health & Medical Information Form)
* Contact each child’s parent(s) via email or phone to identify:
* Specifically, what the child is allergic to;
* What the child’s reaction to the allergen is;
* What the course of action is upon exposure to the allergen
* Provide the parents with the link or a hard copy of the Anaphylaxis Emergency Plan form, to be completed (including picture) and 2 copies (one for the file, one for the bulletin board) brought to the September AGM or first day of class.
* Complete an Allergy List chart listing name, class, allergy, reaction, course of action for each child with an allergy (see Appendix D)
	+ Make 2 copies of this chart, one for the bulletin board above the sink in the classroom and one for above the sink in the kitchen and bring this chart to the Anaphylaxis Training, for participating parents to review,
	+ For each child’s individual Anaphylaxis Emergency Plan a corresponding sign off sheet is required posted beside it with the date, printed name, and signature of all participating parents stating that they have read the anaphylaxis forms. Then post them on the bulletin board above the sink in the classroom along with the sign off sheet.

September

Before classes:

* Check and update first aid kit, if required (found on front windowsill).
* Ensure “Peanut and Nut Free Building” signs are posted on all preschool entrances and inside the kitchen.
* Have at least 20 copies of Pre-Employment Form and Form A, as well as at least 10 copies of Form C1 and Form C2 available in Extra Health Forms binders.
* Attend September General Meeting and collect missing health forms.
* At AGM give small talk to parents about:
	+ When anaphylaxis training is and how it is important and MANDATORY.
	+ Allergies in the school.
	+ The importance of not bringing in snack foods that “may contain nuts or peanuts” or “may contain traces of nuts or peanuts” or “manufactured in a factory that uses nuts or peanuts”. These snacks cannot be used.
	+ Children with infectious diseases (cold, flu, cough, etc.) should not attend school.
	+ Duty parents with infectious disease (cold, flu, cough, etc.) should find a replacement.
	+ Children who have run a fever, vomited, had pinkeye, or have yellow, green, or opaque white discharge from nose, eyes, or throat in the past 24 hours are not permitted to attend preschool.
	+ Importance of completing immunization forms and handing in immunization records.
	+ Children will NOT be permitted to start school without their forms!
* Be available for first week of class to collect, copy, and file any outstanding health forms (see above).
* Region of Waterloo Public Health immunization reporting requirements (found online)
* For all children handing in Medication Forms, and for children who require Epi-Pens, they require the following:
	+ Two copies of Medication Dispensing form (one for snack board, one for filing system)
	+ If medication dosing is a standard part of the day, a repeating form listing the date, time, medication, and dosage of the medication, along with the child’s name and signature of teacher.
	+ A covered container for each child, labeled with their name, the medication, the dosage, and class for storing the medication - this is placed in a locked upper cabinet.
	+ A spare Epi-Pen to be kept at school at all times for all children who require an Epi-Pen, as well as a “normal use” Epi-Pen for the teachers to carry in the belt-pouch.
	+ Note: children are not allowed to carry their own medications, or store them in their cubbies.

Rest of the Year

* You will be notified throughout the rest of the year of new enrolments by the membership officer. You will have to submit immunization records to public health as children are enrolled.
* Check for new allergies and update forms in kitchen and on bulletin board above sink in classroom. Post any new anaphylaxis forms and sign off sheet, and notify all participating parents they must read the anaphylaxis forms and sign the sheet.
* Ensure all participating parents have completed anaphylaxis training – for any who have not, or any new duty parents, they must complete the training online.
* Forward all emails and letters sent by the Region of Waterloo Public Health.