

When to Keep a Sick Child Home

There comes a Sunday every year when parents are faced with a decision: should they keep their sick child at home or bring him/her to church? Often the way a child looks and behaves can make the decision an obvious one. Please consider the following criteria when making a decision:

- **RUNNY NOSE, CONGESTION, COUGH**

A child with thick or constant nasal discharge should remain at home. Very few younger children can effectively blow their own noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.

- **FEVER**

A child should remain home with a fever of 100° or greater. He can attend church after he has been fever-free for 24 hours without the aid of medications.

- **DIARRHEA or VOMITING**

A child with diarrhea or vomiting should remain home. She can attend church only after being free of symptoms for 24 hours.

- **CONJUNCTIVITIS**

Following a diagnosis of conjunctivitis, a child may attend church 24 hours after the first dose of medication.

- **RASHES, BLISTERS, SORES**

A child should remain at home for any unusual or unexplained rashes, blisters or sores until after a medical exam or phone call to your physician indicates it is not a symptom of a communicable disease (such as chicken pox, impetigo, staph/strep infection, etc.). Please notify our office if you have a confirmed communicable disease.

These guidelines are in place to protect the health of the children in our care and the volunteers who graciously give of their time. Please consider them when making a decision about your sick child. Thank you!

CLASSROOM EMERGENCIES

Some classroom “emergencies” require only a replacement band-aid, a side-hug, or a few paper towels. Here’s what to do about the other unexpected interruptions to your class time:

CHILD SOILS CLOTHES (age 3+)

**Call the staff member listed on your orange CONTACT CARD.
Tell them the nature of the emergency.**

The staff member will respond by escorting the child to the NURSERY (Rm. 240) for attention, and contact Buildings & Grounds if needed for room sanitation.

INJURY/ILLNESS

**Call the staff member listed on your orange CONTACT CARD.
Tell them the nature of the emergency.**

While waiting for assistance, separate the child from the group. Administer urgent care (pressure to stop bleeding, check for heartbeat/breathing, etc.) Page parents if possible. The staff member will respond by removing the child to the Sunday School office (Rm. 201) for attention and contact Buildings & Grounds if needed for room sanitation.

Should you ever be presented with physical, verbal, or behavioral evidence of abuse, call for staff assistance immediately. Do not discuss your suspicion with anyone, or take any action. The staff member will respond by contacting the Roving Pastor.

ALL ACCIDENTS MUST BE REPORTED TO STAFF CONTACT, REGARDLESS OF SEVERITY.

BEHAVIORAL UPSETS

**Call the staff member listed on your orange CONTACT CARD.
Tell them the nature of the emergency.**

If a CHILD becomes uncontrollable, try to separate the child from the group and keep the child from harming themselves or others. The staff member will remove the child and take appropriate action.

If an ADULT becomes difficult, calmly tell them you are requesting assistance for them. If possible, keep the adult in the hallway or the Church School office (Rm. 201). Do not enter into discussion or dispute, and have your shepherd engage children in the room. When staff member arrives, introduce the adult and excuse yourself to return to your class.

There are many potential classroom emergencies but one response. Here are the staff contact cell #'s:

Betty Salwak 258-4222

Lois Berlier 366-1017

EMERGENCY PROCEDURES



SEVERE WEATHER OR TORNADO ALERT

DO NOT ATTEMPT TO LEAVE THE BUILDING. STAY AWAY FROM WINDOWS.
DO NOT USE ELEVATORS.

Examine the Evacuation Procedures sheet posted by your classroom door and familiarize yourself with areas that are safe for severe weather (marked in green dots). Gather your class and proceed to the nearest safe area. Have the children sit down with their backs to the wall.

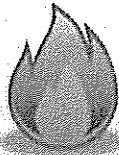


EVACUATION PROCEDURES

In the event of fire, smoke, gas leak or any reason to evacuate the building, follow the instructions on the sheet that is mounted to the wall by your classroom door. Familiarize yourself with the evacuation route (red) and gathering zone outside (yellow).

PLEASE REMEMBER TO TAKE YOUR CELL PHONE AND ATTENDANCE SHEET.

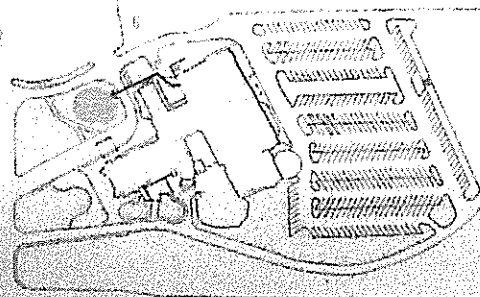
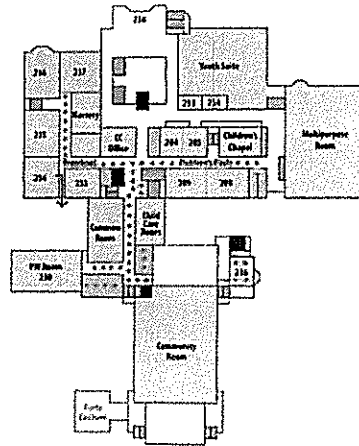
EVACUATION PROCEDURES



When alarm sounds:

1. Turn off lights and close door. Check bathrooms and take attendance list with you.
2. Exit the building using the route described on this card.
3. Move to your assigned outside area and have the students sit down.
4. Count students and make sure each student's name is on the attendance sheet.
5. Report any unaccounted students to the staff member in your area.
6. Wait quietly for the all-clear signal and return to the building as you left.
7. In the event that your group will need to move, Await Instructions from the staff member in your area.
8. If you must remain outside, children will be released to their parents only after a parent has signed the attendance list held by the class teacher.

Indicates safe areas for severe weather



FIRE DRILL PROCEDURES

Second Floor Sunday School

Please take time to read and follow the instructions below. Plan on using about 20 minutes of class for practicing the evacuation.

1. **Locate the Evacuation Sheet for your room.** (The sheet is posted on the wall by the door.)
2. Read the instructions on the sheet and look at the map on the back. **Know where your class is going** after leaving the room: which exit will you take, and where will you gather outside?
3. Has everyone been checked in? **Check the attendance sheet** for accuracy.
4. Threes, Fours, Fives: If you wish to use it, practice with the Buddy Rope (in cabinet):
 - a. Have the children line up in pairs, holding hands.
 - b. Starting with the last pair of children, hand each of them a loop from the end of the rope. Continue until all the children are holding a loop and you have the remaining rope in your hands.
 - c. Children must hold the rope until you stop at the outside gathering area and sit down. They must remain quiet whenever they are holding the Buddy Rope.

The drill will proceed as follows:

- a. A staff member will alert you that it is time to evacuate (about 9:45a).
- b. Gather your children in line (on the Buddy Rope?) and exit according to the instructions on the Evacuation Sheet. (Take the sheet with you.)
- c. Take the attendance clipboard, a pencil and your cell phone with you. Turn off the lights and close the classroom door.
- d. Proceed to your assigned exit. Do not go through closed fire doors. Do not use another exit, even if it is closer.
- e. Upon arriving at your designated waiting area, have the children cluster. Wait for the “all-clear” signal from a staff member before returning to the building. Return to your classroom using the same route you used to exit. Keep your children separate from other classes.
- f. Return the Evacuation Sheet to its place on the wall by the door. (Store the Buddy Rope in your classroom cabinet.)
- g. Tell the class how they did. Talk about the evacuation and how they might behave in a real emergency. Be sure they know that they will get to see their parents if they must stay outside in a real emergency.

FIRE DRILL PROCEDURES

Third Floor Sunday School

Please take time to read and follow the instructions below. Plan on using the last 15 minutes of class for practicing the evacuation.

1. **Locate the Evacuation Sheet for your room.** (The sheet should be posted on the wall by the door.)
2. Read the instructions on the sheet and look at the map on the back. **Know where your class is going** after leaving the room: which exit will you take, and where will you gather outside?
3. Has everyone checked in? **Check the attendance sheet** for accuracy.

The drill will proceed as follows:

- a. A staff member will alert you that it is time to evacuate (about 10:15a).
- b. Gather your students and exit according to the instructions on the Evacuation Sheet. (Take the sheet with you.)
- c. Wait until the hall is relatively clear to exit. Take the attendance clipboard, a pencil, and your cell phone with you. Turn off the lights and close the classroom door.
- d. Proceed to your assigned exit. Do not go through closed fire doors. Do not use another exit, even if it is closer. All stairways have been assigned throughout the building so that all floors can exit easily.
- e. Upon arriving at your designated waiting area, have the students cluster. Wait for the "all-clear" signal from a staff member before returning to the building.
- f. Return to your classroom using the same route you used to exit. Keep your class separate from other classes.
- g. Return the Evacuation Sheet to its place on the wall by the door.
- h. Tell the class how they did. Talk about the evacuation and how they might behave in a real emergency. Be sure they know that they will get to see their parents if they must stay outside in a real emergency.

SAFE SNACK LIST

for allergies to nuts or eggs*

1. Sun Maid Raisins
2. Nabisco Honey Teddy Grahams
3. Nabisco Honey Maid Honey Grahams
4. Nabisco Oreos: regular
5. Nabisco Chips Ahoy: regular
6. Nabisco Reduced Fat Nilla Wafers
7. Kellogg's Corn Pops
8. Kellogg's Apple Jacks
9. Kellogg's Froot Loops
10. Kellogg's Rice Krispie Treats: original
11. Kellogg's Special K snack bar: strawberry
12. Kellogg's Special K snack bar: blueberry
13. Pillsbury Creamy Supreme frosting: vanilla
14. Pillsbury Creamy Supreme frosting: chocolate
15. Rold Gold Pretzels: Twists, Minitwists, and Sticks
16. Pepperidge Farm Goldfish: cheddar
17. Pepperidge Farm Goldfish: pretzel
18. Frito's corn chips
19. Barnum's Animal Crackers
20. Pop-Secret popcorn: butter flavor
21. Hunt's Snack-Pack Fat Free Pudding: chocolate
22. Hunt's Snack-Pack Fat Free Pudding: vanilla
23. Betty Crocker Fruit by the Foot: watermelon
24. Betty Crocker Fruit Gushers: triple berry shock
25. Starburst Fruit Chews
26. Life Savers
27. Skittles
28. DumDum suckers
29. Smarties
30. Twizzlers Pull-n-Peel: cherry
31. Wrigley's Extra chewing gum: bubble gum

* **ALWAYS** read the ingredient list before serving any of these snacks. Some manufacturers change processes for different size packaging.

ALLERGEN TERMS

The following lists contain terms that represent possible allergens as noted. Always look for these terms in the ingredients lists on packaged items. Companies may alter a recipe or process that now includes allergens not present before. When purchasing snacks, it is best to rely on national brands. Smaller companies and store brands do not always follow regulations for listing ingredients or possible cross-contaminants.

PEANUTS

beer nuts
peanut oil
ground nuts
mixed nuts
Nu-Nuts flavored nuts
peanut
peanut butter
peanut flour
African, Chinese, Indonesian, Thai, and
Vietnamese dishes

Items likely to be cross-contaminated and may contain peanuts

baked goods (doughnuts, cookies,
pastries, etc.)
candy
chili
all chocolate
egg rolls
hydrolyzed plant protein
hydrolyzed vegetable protein
marzipan
natural flavorings
nougat

EGGS

albumin
*egg (white, yolk, dried, powdered,
solids)*
egg substitutes
eggnog
globulin
livetin
lysozyme
mayonnaise
meringue
ovalbumin

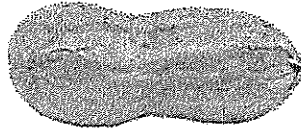
EGGS cont'd.

ovomucin
ovomucoid
ovovitellin
Simplese
surimi
may contain egg
A shiny glaze or yellow baked goods
may indicate the presence of egg.
Lecithin, marzipan, marshmallows and
pasta may contain eggs.

MILK

all milk products (reduced fat, reduced
lactose, flavored, evaporated,
acidophilus, buttermilk)
cream
eggnog
dry milk
kefir (mare's milk)
kumiss (camel's milk)
goat's milk
all cheeses
sour cream
yogurt
ice cream
sherbet
whey
lactose
milk protein
casein or caseinate
lactalbumin
lactoglobulin

PEANUT ALLERGY



FOOD AND SUBSTANCES TO AVOID

Foods

- Peanuts
- Peanut butter
- Peanut flour
- Mixed nuts
- Nu-Nuts flavored nuts
- Ground nuts
- Beer nuts
- Monkey nuts
- Nut pieces
- Artificial nuts
- Mandelonas (another name for peanuts)
- Peanut oil
- Arachis oil (another name for peanut oil)

Avoid

- Chili
- Egg rolls
- Enchilada sauce
- Nougat
- Hydrolyzed plant protein
- Hydrolyzed vegetable protein
- Tree nuts
- African, Chinese, Indonesian, Mexican, Thai, and Vietnamese foods
- Lecithin
- All baked goods
- Natural and artificial flavorings
- Marzipan
- Sunflower seeds
- Candy, especially chocolate

Unexpected sources of peanuts and nuts

- Bird feed
- Dog food and treats and dog saliva
- Hamster food and bedding
- Livestock feed
- Home-baked goods
- Baking mixes
- Ant and mouse traps
- Bean bags and hackey sacks
- Second-hand toys and furniture
- Cosmetics, especially moisturizers
- Shampoos and hair-care products
- Ice cream
- Soups
- Milk formula
- Battered foods
- Emulsifiers
- Biscuits
- Vegetable fat and vegetable oil
- Breakfast cereals and cereal bars
- Oriental sauce
- Margarine

WHEN IN DOUBT, THROW IT OUT

PEANUTS: WHAT'S ALL THE FUSS ABOUT?

Peanuts are the only common food allergy that does NOT require ingestion to cause a serious and possibly fatal reaction. It is sufficient to simply smell or touch a product containing peanuts to cause an allergic reaction. While some reactions are not serious, we never know when it will become life-threatening. For that reason, we must be especially vigilant in those classrooms where we know a child has a peanut allergy.

How can we prevent a peanut reaction?

- Be vigilant! **Read the labels for all food products brought into the classroom.**
- **Educate the parents** of all the children in your classroom. Most parents are willing to comply with food restrictions when they are made aware of the potential dangers.
- **Wipe down all table surfaces** – top and underneath! – **and chairs** after mealtime or snacktime.
- **Wash your hands and children's hands thoroughly.**

What are the symptoms of an allergic response?

Not all of these symptoms will present in one person:

- Sense of fear or apprehension
- Flushed face
- Hives
- Swollen or itchy lips, mouth, eyes or tongue
- Tightness in mouth, chest or throat
- Difficulty breathing or swallowing
- Drooling, wheezing, choking or coughing
- Runny nose
- Voice change
- Vomiting, nausea, diarrhea, stomach pains
- Dizziness, sudden fatigue, unsteadiness, rapid heartbeat, chills
- Pallor or loss of consciousness

How should you respond to an allergic reaction in a child?

1. Administer the antihistamine (Epi-pen or epinephrine or Benadryl) IMMEDIATELY.
2. Call 911.
3. Call the child's parents.