

# Performing Daily Health Checks

## Procedure

1. **Perform a health check daily on each child.** Perform a brief health check on each child upon arrival at the Center, preferably before the parent or guardian leaves. Greet each child down on his or her level and casually look for the following:
  - breathing difficulties
  - severe coughing
  - discharge from the nose or eyes
  - change in activity level
  - changes in skin color (pale or flushed)
  - changes in mood (cranky, tearful, or cheerful)
  - bruising or swelling
  - cuts, abrasions, sores, or rashes

2. **Discuss concerns with the parent/guardian.** Discuss any concerns about your observations with the parent/guardian before he or she leaves. If a child has any condition warranting exclusion per Bright Horizons *Policy on Child Illness*, ask the parent/guardian to take the child home at that time. Otherwise, discuss how you will manage mild conditions at the Center and at what point (worsening signs or symptoms) you would call the parent/guardian.

There is no reason to exclude a mildly ill or injured child as long as he or she is able to comfortably participate in the day's activities. If a mildly ill or injured child remains at the Center for the day, give the parent/guardian a verbal progress report at the end of the day on the child's condition and whether or not any associated problems arose.

3. **When appropriate, assess a child's illness or injury.** Should you observe signs of illness or injury in a child after the parent/guardian leaves or at any other time during the day, assess the child for the extent of the illness or injury to determine whether the condition requires
  - exclusion per Bright Horizons' health care guidelines. Refer to *Policy on Child Illness* for detail.
  - emergency first aid and transport to the nearest hospital. Refer to *Guidelines on Handling Medical Emergencies* for detail.
  - minor first aid at the Center. Refer to *Pediatric First Aid Manual* for detail.
  - observation only.
4. **Notify the child's parent/guardian in the event of illness or injury.**
  - Notify a parent/guardian as soon as possible if a situation requires exclusion or transport to an emergency room.
  - Notify a parent/guardian as soon as feasible about any situation requiring minor first aid.

- In a serious emergency, call for an ambulance first, and then call the parent/guardian or emergency contact.
- Notify a parent/guardian by phone concerning any head or facial injury to the child.

As a courtesy, you can notify a parent/guardian regarding any newly recognized signs or symptoms that do not require immediate action. Do this to maintain lines of communication with the parent/ guardian and to give lead-time in case alternative child care arrangements or a doctor's appointment becomes necessary.

5. **Complete written documentation.** Document any condition requiring notification of the parent/guardian. Include the following information:

- the time of the observation
- the signs or symptoms
- the time the parent/guardian was notified
- any action taken such as ice application, wound care, or observation

At no time are you expected to diagnose a condition. Just observe and report signs and symptoms.

*Signs* are things you observe such as

- bruising
- swelling
- sweating
- paleness
- flushing
- vomiting
- diarrhea
- pulling at ears
- crankiness
- bleeding
- loss of consciousness
- rash

*Symptoms* include verbalized complaints such as

- "I have a bellyache."
- "My ear hurts."
- "I'm going to throw up."
- "My arm hurts."
- "I bumped my head."