



REPUBLIC OF LEBANON
MINISTRY OF PUBLIC HEALTH



National Guidelines for Early Childhood Care

Toolkit

PREFACE

This toolkit was made possible due to the support and advice of many partners who contributed to this endeavor. The content of this toolkit were based on the "*Assessment of the Health and Safety Requirements of Registered Nurseries*" report that was conducted a priori to put together this toolkit.

The toolkit was produced by a special academic team recruited by Beyond Association as part of the project "*National Guidelines for Early Childhood Care in Lebanon*" in collaboration with the Mother and Child Unit at the Ministry of Public Health in Lebanon within the framework of the Ministry of Social Affairs - Italian Corporation initiative.

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SECTION ONE

Structural Requirements

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Introduction to the Section



Every Nursery comprises an indoor area that consists of hallways and stairs, kitchen, food preparation, storage areas, and bathrooms; and an outdoor area that includes a playground and other open spaces.

All those premises should be in compliance with standards and regulations to ensure a safe environment for children under four years old and Nursery staff in order to prevent any type of injury or accident from happening during attending hours.

This section contains guidelines for indoor and outdoor infrastructure, along with certain requirements regarding the utilities, toys and equipments. Each subsection contains the requirements that should be available in Nurseries and recommendations for improvement.

Indoor General Area



<http://www.cubbeehouse.com.au/home/index.php/34-centre-general?start=6>

The indoor area represents the interior structure of a Nursery. It is the place where most of the activities are conducted, and where the children and staff spend most of their time. For this reason this area should be designed to be welcoming and suitable for the services provided.



Lebanese Nursery Requirements Indoor Areas

Doors and Entrances:

- ✓ The doors are placed where children can enter, and can easily be opened from the outside by a child or by an adult.
- ✓ The doors have see through panes so that children are visible to anyone opening the door.
- ✓ The doors have slow closing devices and/or rubber gaskets on the edges to prevent finger pinching.
- ✓ All entrances and exits are easily monitored by caregivers to keep out strangers.
- ✓ Guardrails or protective barriers are used to prevent inadvertent or unintentional falls off elevated platforms.

No Smoking Policy:

- ✓ All day care facility abides by the Lebanese Law# 174 that prohibits smoking in all enclosed public places, enclosed workplace, and public transportation.

Garbage Bins:

- ✓ All garbage bins have lids that are firmly closed after waste disposal.
- ✓ All garbage bins are placed away from heaters or any other heat sources.

Infrastructure Heating:

- ✓ Free-standing space heaters are not used.
- ✓ All pipes, radiators, fireplaces, wood burning stoves and other hot surfaces are installed at a level that cannot be reached by children or are covered to prevent unintended burns.

Floors and Ceilings:

- ✓ All the floors are smooth and have non-skid surfaces.
- ✓ Rugs are skid-proof.
- ✓ Walls and ceilings do not have peeling paints or any cracked or falling plaster.

Pesticide Control:

- ✓ Plants are not present in indoor areas.
- ✓ Pesticides are applied during vacations and holidays.
- ✓ Pest control is done by a certified pest control operator in the presence of a Nursery personnel.

Drawers:

- ✓ Drawers are closed and locked at all times.
- ✓ All adult handbags are stored in drawers out of children's reach.
- ✓ Toxic materials and items like medicines, paints, cleansers, mothballs, are stored in locked cabinets out of children's reach.

Windows and Glasses:

- ✓ Windows are locked at all times.
- ✓ Safety glass is used in all areas of potential impact.

Furniture and Equipment:

- ✓ Sharp furniture edges are cushioned with commercial corner guards.
- ✓ Furniture and toys are placed in such a way that walkways remain clear for emergencies.
- ✓ Heavy equipment or furniture that may tip over are anchored.

***Recommendations If Requirements are Met by Nursery
Indoor Areas***



- Good ventilation of the indoor facility creates a comfortable environment for children and thus contributes to a better learning experience. Hence windows that provide cross ventilation can be used for that purpose in the indoor area.
- Light influences the mood and feelings of both caregivers and children; it allows caregivers to be more energetic and productive and children to be happy, relaxed, and more focused. The lighting effect is enhanced in the presence of windows that provide sufficient light to the indoor area, and walls painted using pastel colors.
- Ceiling boards, rubber or foam tile flooring, and solid doors are recommended to be used if possible since they would reduce the level of noise that may distract children and alter their mood.
- It is recommended to maintain the Nursery's temperature at a level of at least 20 degrees Celsius at all times.
- The nursery can improve their services and have special consideration for children with special needs.



Required Forms
Indoor Areas

The form below is a requirements that should be filled by the Nursery Director in order to ensure that the indoor play area is constantly evaluated and checked for quality.

| Item Checked | Occurring (Yes/No) | Improvement Needed | Date Completed (Date and Manager Sign Off) |
|-------------------------------------|--------------------|--------------------|--|
| GROUND SURFACES | | | |
| <i>Protective surfacing/fall</i> | | | |
| <i>Protection/soft fall</i> | | | |
| <i>Foreign objects/debris</i> | | | |
| <i>Broken glass</i> | | | |
| EQUIPMENT | | | |
| <i>Sharp points, corners, edges</i> | | | |
| <i>Protective caps or plugs</i> | | | |
| <i>Projections/protrusions</i> | | | |
| <i>Hooks</i> | | | |
| <i>Exposed moving parts</i> | | | |
| <i>Fall hazards</i> | | | |
| <i>Worn, damaged, rusted</i> | | | |
| <i>Splinters</i> | | | |
| OTHER OBSERVATION | | | |
| | | | |



Hallways and Stairs



<http://www.dusarchitects.com/projects.php?categorieid=interiors&projectid=kidtopia>



Lebanese Nursery Requirements Hallways and Stairs

Handrails:

- ✓ Handrails are securely mounted at child height.
- ✓ Handrails are attached to the walls on both right and left sides.

Gates:

- ✓ Stairway gates are locked in place when infants or toddlers are nearby.
- ✓ Gates have openings that are small enough to prevent a child's head from fitting through.
- ✓ Gates are accordion-type.

Doorways:

- ✓ Doorways that lead to unsupervised or unsafe areas are closed and locked.
- ✓ The Nursery has a door for emergency exit.

Stairways and Hallways:

- ✓ Stairways and hallways are always clear of objects that can cause a fall.

*Recommendations If Requirements are Met by Nursery
Hallways and Stairs*



- Childproof self-locking devices are recommended to be installed on all gates.

Kitchen, Food Preparation and Storage Areas



<http://www.mspaceholdings.com/project/veteran-affairs-daycare>



Lebanese Nursery Requirements Kitchen, Food Preparation and Storage Areas

Food Preparation and Storage:

- ✓ All perishable foods are stored in covered containers.
- ✓ Hot foods are kept at 60 °Celsius or higher until ready to be eaten.
- ✓ Food preparation surfaces are clean and free of cracks in order to avoid the accumulation of food particles and colonization of bacteria.
- ✓ Food and drinks are not be put or heated in plastic containers.
- ✓ Children do not eat foods that may cause choking like nuts, raw celery, etc.
- ✓ A weekly menu of all foods and beverages served in the facility is posted and sent to the parents/guardians.

Cleaning:

- ✓ Cleansers and other toxic products are stored in their original containers, away from food, and out of children's reach.
- ✓ Cleaning the oven is performed using the least toxic oven cleaners.

Kitchen Access:

- ✓ Kitchen area is accessible to children without adult supervision.

Trash:

- ✓ Trash is stored in a separate area away from food preparation, storage areas, water heaters, stoves, and furnaces.

Kitchen Appliances:

- ✓ Refrigerator temperature is kept at or below 2° and 4 °Celsius, in order to limit bacterial growth.
- ✓ Eating utensils are clean, free of cracks, chips and leads that might injure the children.
- ✓ Appliances and sharp or hazardous cooking utensils are stored out of children's reach.
- ✓ Pot handlers are always be turned towards the back of the stove.
- ✓ Children are not be allowed to approach the "danger zone" in front the stove.

Recommendations If Requirements are Met by Nursery Kitchen, Food Preparation and Storage Areas



- Colored chopping boards are recommended to be used, where each would be specific for a type of food in order to avoid cross-contamination. For example use a green one for vegetable, red for meat, etc.
- Sinks that are used to wash hands should not be used to wash fruits and vegetables.
- Food handlers should wear gloves; gloves should be changed when handling different types of foods.
- Appliances and food preparation surfaces should be regularly disinfected.
- Trash cans for food waste disposal should open with a step pedal.
- Food should be served immediately after preparation.
- Leftovers food that were previously frozen should not be refrozen.

**Required Forms****Kitchen, Food Preparation and Storage Areas**

The form below is a requirements that should be filled by the Kitchen Manager or Nursery Chef in order to ensure that the kitchen area is constantly evaluated and checked for quality.

| Item Checked | Occurring Yes/No | Improvement Needed | Date Completed (Date and Manager Sign Off) |
|--|---------------------|--------------------|---|
| DOORS/DOORWAY | | | |
| <i>Restricted access for children</i> | | | |
| <i>Clear access for staff</i> | | | |
| <i>Clear floor</i> | | | |
| ELECTRICAL EQUIPMENT/APPLIANCES | | | |
| <i>In good repair</i> | | | |
| <i>Insulated</i> | | | |
| <i>Maintenance</i> | | | |
| <i>Mechanisms in place</i> | | | |
| FIRE | | | |
| <i>Fire extinguishers</i> | | | |
| <i>Available and tested</i> | | | |
| <i>Evacuation procedure in place</i> | | | |
| FIRST AID KIT | | | |
| <i>Available and complete</i> | | | |
| FOOD SAFETY | | | |
| <i>Cleanliness</i> | | | |
| <i>Personal hygiene</i> | | | |
| <i>Sealed containers</i> | | | |
| <i>Delivery/receipt records</i> | | | |
| GAS ISOLATOR VALVES | | | |
| <i>Known in case of fire</i> | | | |
| OTHER OBSERVATIONS | | | |
| | | | |

Bathrooms



<http://www.stonybrook.edu/childcare/photos/preschool-classroom-bathroom.shtml>



Lebanese Nursery Requirements Bathrooms

Bathroom Structure:

- ✓ There is enough toilets so children do not have to stand in line (1 toilet for 10 Children).
- ✓ The diapering or changing table is secure to keep the child from rolling off.
- ✓ Changing of diapers or soiled underwear is done in a special, separate area away from food and play.
- ✓ If bathtubs are available, they should have skid-proof mats or stickers.
- ✓ Toilet paper is located in a place where children can reach it without having to get up from the toilet.

Safety Practices in Toilets:

- ✓ Caregivers wash their hands after toileting and diaper changing.
- ✓ Caregiver wash the hands of infants after changing their diaper.
- ✓ Children wash their hand after toileting.
- ✓ Paper towels and liquid soap are readily available.
- ✓ Children only take bath in the presence of an adult.
- ✓ Children are not left without adult supervision on a changing table, bed or any other elevated surface.
- ✓ Children are never left unsupervised in or near water.
- ✓ Changing tables should be cleaned and disinfected after every use.

Cleaning:

- ✓ Cleaning products and disinfectants are locked in a cabinet out of children's reach.

Trash:

- ✓ Trash cans for diapers, tissues, and other materials that come in contact with body fluids are opened with a step pedal and lined with a plastic bag.
- ✓ Trash is emptied daily and kept clean.

***Recommendations If Requirements are Met by Nursery
Bathrooms***



- Change tables are recommended to be set next to a sink. These tables should be suitable for changing the diaper or dressing of one child at a time.
- Diapers and hygiene products should be in a location near the change table before beginning to diaper a child.
- Spoiled/dirt clothing should be put in separate containers.



Required Forms
Bathrooms

The form below is a requirements that should be filled by the Nursery Director in order to ensure that the bathroom area is constantly evaluated and checked for quality.

| Bathroom Area | Yes | No | Comments |
|--|------------|-----------|-----------------|
| <i>Free from mold</i> | | | |
| <i>Walls, floors and tiled are in good condition and not cracked</i> | | | |
| <i>Faucets and pipes are not dripping or leaking</i> | | | |
| <i>Cracks around cabinets and mirrors are sealed/plugged</i> | | | |
| <i>Pests are not seen</i> | | | |

Outdoor Area



<http://www.kidzearlylearning.com/Programs/OutdoorPlayground.aspx>

The outdoor areas is not just a place where children play, it is an environment where socialization, cognitive development, sensory exploration, and creative expression is promoted. Therefore this area should be well-planned and structured.



Lebanese Nursery Requirements Outdoor Area

Outdoor Surfaces:

- ✓ Surfaces underneath the outdoor play equipment that children can climb is covered with impact- absorbing material.
- ✓ The impact-absorbing surfacing material extends to the front and back of the swings with a distance that measures twice the height of the swing beam.
- ✓ The impact- absorbing surfacing material extends at least 180 centimeters from the end of the slide chute or a distance that equals the height of the slide platforms + 120 centimeters, whichever is greater.
- ✓ The play area is free of litter or animal feces that may attract insects, hide hazards, or harbor infectious disease agent.

Outdoor Equipment:

- ✓ All metal edges are rolled and covered.
- ✓ All equipments do not containing pieces that could catch clothing.
- ✓ Exposed bolts do not protrude more than two threads beyond the face of the nut; the exposed bolts do not have burrs or sharp edges.
- ✓ Open "S" hooks are not present in outdoor areas of nurseries.
- ✓ Active play equipment do not have openings between 8 and 25 centimeters, because they could cause the child's head to be entrapped.
- ✓ Play equipment pieces are placed at least 360 centimeters apart from each other.
- ✓ There are no exposed trees or plant roots in the playground.
- ✓ Playgrounds are fenced.
- ✓ All ropes are anchored at both sides.
- ✓ Outdoor climbing equipment are at a maximum height of 92 cm for 3 year olds and 122 cm for 4 year olds.
- ✓ All hardware fasteners, permanent coverings, or connecting devices are tight and cannot be removed without tools.
- ✓ All structures are sturdy enough so that they will not move or tip over when the weight of an adult is put against them.

Sand Digging Area:

- ✓ Sand digging areas are set in the shade.
- ✓ Sand is covered when not in use to prevent infectious diseases and injury risk when animals and insect get into it.

Monitoring Methods:

- ✓ Areas where children play are easily viewed and supervised by adults at all times.
- ✓ Methods to ensure that children are not hidden or missing are used.
- ✓ There are secure gates that prevent kids from leaving the day care and strangers from coming in.

Forbidden Play Items:

- ✓ Heavy swings or swings made out of wood, metal or other rigid material are not allowed.
- ✓ Swings with more than 2 swings per baby, and rope swings are not allowed.
- ✓ Trampolines are not allowed.
- ✓ Attractive climbing hazards (like trees) are not accessible to children.

**Recommendations If Requirements are Met by Nursery
Outdoor Areas**



- Car driveways and parking areas can be hazardous for children. Nurseries should make sure that families bring their children inside the Nursery when dropping them off.
- Playgrounds are recommended to be surfaced by materials that are effective shock absorbents like unitary materials and loose-fill materials.

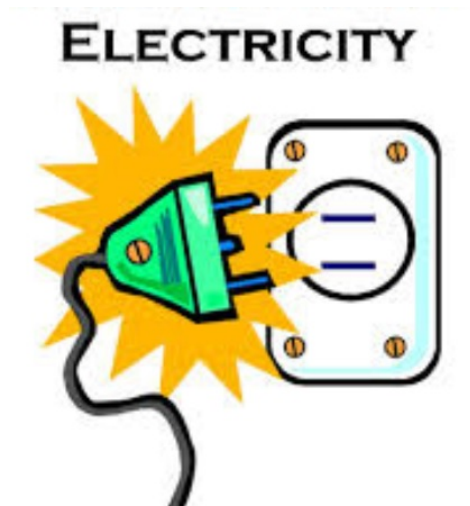


**Required Forms
Bathrooms**

The form below is a requirements that should be filled by the Nursery Director in order to ensure that the outdoor area is constantly evaluated and checked for quality.

| Item Checked | Occurring (Yes/No) | Improvement Needed | Date Completed (Date and Manager Sign Off) |
|-------------------------------------|-----------------------|--------------------|---|
| GROUND SURFACES | | | |
| <i>Protective surfacing/fall</i> | | | |
| <i>Protection/soft fall</i> | | | |
| <i>Foreign objects/debris</i> | | | |
| <i>Broken glass</i> | | | |
| <i>Animal feces</i> | | | |
| EQUIPMENT | | | |
| <i>Sharp points, corners, edges</i> | | | |
| <i>Protective caps or plugs</i> | | | |
| <i>Projections/protrusions</i> | | | |
| <i>Hooks</i> | | | |
| <i>Exposed moving parts</i> | | | |
| <i>Fall hazards</i> | | | |
| <i>Worn, damaged, rusted</i> | | | |
| <i>Splinters</i> | | | |
| SUN | | | |
| <i>Shades</i> | | | |
| <i>Hats</i> | | | |
| <i>UV cream</i> | | | |
| SANDPITS | | | |
| <i>Covered</i> | | | |
| <i>Clean</i> | | | |
| OTHER OBSERVATION | | | |
| | | | |

Electricity



Lebanese Nursery Requirements Electricity

- ✓ All electrical outlets are covered with safety covers.
- ✓ Electrical cords are out of children's reach.
- ✓ Electrical safety devices are used.
- ✓ All electrical equipments are stored away from water.

Toys and Safety Equipment



<http://gal5.piclab.us/key/daycare%20building%20clipart>



Lebanese Nursery Requirements Toys and Safety Equipment

Toys:

- ✓ Guns, projectile toys, darts, and cap pistols are not present in the nursery.
- ✓ Toys and play equipment do not have sharp edges or points, small parts, pinch points, chipped paint, splinters, or loose nuts or bolts.
- ✓ All painted toys are lead free.
- ✓ When not in use, all toys are put away.
- ✓ Toys that are mouthed are washed after each use.
- ✓ Toys are large enough in order not to fit into a child's mouth.
- ✓ Toys do not have small and detachable parts that can cause choking.
- ✓ Toy chests have air holes and a lid support, or have no lid, because a lid that slams shut can cause pinching, head injuries or suffocation.
- ✓ Commercial art materials are stored in their original containers out of children's reach.

Cribs:

- ✓ Cribs, playpens, and highchairs are used according to the manufacturer's recommendations for age and weight.
- ✓ Cribs, playpens, and highchairs are put away from drapery cords and electrical cords.
- ✓ Cribs do not have corner posts.
- ✓ Cribs have slats that are placed 5 centimeters apart or less.
- ✓ Cribs have snug fitting mattresses.
- ✓ Cribs mattresses for children less than one and a half years old are set at 5 centimeters apart from each other.
- ✓ Cribs of infants who can sit up do not contain toys that are hung up.

Safety Precautions:

- ✓ Hinges and joints are covered to prevent small fingers from being pinched or caught.
- ✓ Coins, marbles, safety pins are not allowed for children less than 4 years of age.
- ✓ Rugs, curtains, pillows, blankets, and cloth toys flame-resistant.
- ✓ Infant walkers/ Youpals are not allowed.

Beddings:

- ✓ Sleeping Surfaces are firm.
- ✓ Waterbeds and soft bedding materials such as sheepskin, quilts, comforters, pillows and granular material used in bean bags are not accessible to infants.
- ✓ There are sufficient blankets individually marked and sufficient clean linens and bed coverings to allow for regular change and change as they become spoiled.



Required Forms Toys and Safety Equipment

The form below is a requirements that should be filled by the Nursery Director in order to ensure that the toys and safety equipment are constantly evaluated and checked for quality.

| Item | Yes | No | Comments |
|--|-----|----|----------|
| <i>Toys and play equipment have no sharp edges or points, small parts, pinch points, chipped paint, splinters, or loose nuts or bolts</i> | | | |
| <i>All toys are painted with lead-free paint</i> | | | |
| <i>Toys are put away when not in use</i> | | | |
| <i>Toys that are mouthed are washed and disinfected between users</i> | | | |
| <i>Toys are too large to fit completely into a child's mouth and have no small, detachable parts to cause choking. No coins, safety pins or marbles for children under four years of age</i> | | | |
| <i>Toy chests have air holes and a lid support or have no lid (a lid that slams shut can cause head injuries or suffocation)</i> | | | |
| <i>Shooting or projectile toys are not present</i> | | | |
| <i>Infant walkers are not used</i> | | | |

SECTION TWO

Operational Requirements

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- ❖ Introduction to the Section
- ❖ General Atmosphere
- ❖ Skills and Qualifications of Personnel
- ❖ Emergency Management
- ❖ Sanitation and Cleanliness

Introduction to the Section



In order to provide quality care for all attending children, every child care facility should have a clear operational strategy that is disseminated to all staff members and parents.

Four basic criteria should be covered in the strategy:

- ❖ Skills and Qualifications of Personnel
- ❖ Emergency Management
- ❖ Sanitation and Cleanliness

Skills and Qualifications of Personnel



<http://www.watersoflifelc.org/our-staff/>

Child care providers have an important role in caring for children; they are also responsible to protect children from various hazards and risks that might have a major impact on their health and well-being. Therefore Nursery personnel and child care providers should have suitable qualifications and skills that allow them to successfully complete all the assigned tasks.

**Child
Care**

Lebanese Nursery Requirements Skills and Qualifications of Personnel

Supervisors:

- ✓ Supervisors have a range of skills and techniques that allow them to mediate children's learning and development on individual and groups basis, while committing to provide high quality daycare services.
- ✓ Supervisors are able to manage the learning programs that are responsive to the children's needs and interests, while maintaining a safe and positive environment for both children and caregivers.

Caregivers:

- ✓ Caregivers have a positive regard and affection towards children.
- ✓ Caregivers are knowledgeable about various child issues, and have the ability to respond to various children's needs.
- ✓ Staff members and caregivers are adults (above 18 years old), who have a relevant educational and professional background.
- ✓ There is at least one caregiver who is certified in infant and child first aid always present on the premises.
- ✓ There is at least one caregiver who is certified in infant and children CPR always present on the premises.
- ✓ All caregivers are expected to interact and communicate with children in a way that supports the children's learning and development.
- ✓ Caregivers maintain a safe and healthy environment for children at all times.
- ✓ Caregivers establish a respectful relationship with co-workers and parents; they also make sure to respect the cultural, religious, and ethnic background of colleagues and children.
- ✓ A proper job-description is present for every job carried out at the day care facility.

*Recommendations If Requirements are Met by Nursery
Skills and Qualifications of Personnel*



- All staff should get the appropriate training in order perform their duties properly and efficiently.
- Constant change of practitioners is not beneficial to children and might alter their emotional stability; therefore it is recommended that caregivers provide a continuous care.
- It is also recommended to make work more interesting and challenging for care-providers through on-going motivation and incentives.

Emergency Management



<http://birdsontheblog.co.uk/your-emergency-survival-plan/>

The protection of children and staff from physical and emotional harm during emergencies is a primary responsibility of the Nursery. For this reason, an emergency plan should be well developed and communicated with Nursery personnel and parents to ensure proper execution during such incidences.



Lebanese Nursery Requirements Emergency Management

General Requirements:

- ✓ The Nursery has a clear written emergency and evacuation plan.
- ✓ Each room and hallway has a fire escape route that is clearly posted.
- ✓ An evacuation map is posted in each classroom.
- ✓ All exits are clearly marked and free of clutter, and doors and gates are always opened for easy exit.
- ✓ There is at least one fire extinguisher in the facility.
- ✓ Emergency procedures and telephone numbers are posted near each phone.
- ✓ Children's emergency phone numbers are posted near the phone and can be easily taken in case of an emergency evacuation.
- ✓ Each facility has a first aid kit that contain all the required supplies, and that can be easily reached by caregivers in an emergency.
- ✓ First Aid kits are also be taken on trips.

Roles of Nursery Personnel:

- ✓ All caregivers undergo proper training on the execution of these plans.
- ✓ There is effective cooperation between caregivers, and every caregiver is assigned to a specific task or responsibility in case of fire, injury, or other disasters.
- ✓ Assigned personnel routinely check that all emergency equipments including smoke detectors, fire-extinguishers, and other alarms are working.
- ✓ Enough staff members are always present to make sure that children exit safely and quickly in an emergency.
- ✓ All caregivers know how to use the fire extinguishers correctly in case of fires.

***Recommendations If Requirements are Met by Nursery
Emergency Management***



- It is recommended that each day care facility have one fire extinguisher in the kitchen and another one near the electrical distribution box.
- If possible, training on the proper use of fire extinguisher should be conducted and demonstrated by members of the fire department.

Sanitation and Cleanliness



<http://www.kelleysupplycleaningandsanitation.com/home.cfm>

A safe physical environment should be provided for children to ensure his/her proper growth and development. This safe environment is ensured through appropriate cleaning and sanitation.



Lebanese Nursery Requirements Sanitation and Cleanliness

- ✓ All rooms are always maintained clean, dry and dust free.
- ✓ All Carpets, floors, and rugs are vacuumed and mopped on daily basis.
- ✓ “Fresheners” are not allowed.
- ✓ All toys are cleaned and sanitized on weekly basis.
- ✓ Cleaning materials and disinfectants are safely stored and well labeled.
- ✓ All the playing areas and nursery premises are pest free and routinely sanitized.
- ✓ Clear Cleaning and disinfecting schedules are set on weekly basis, and tasks are divided between the maintenance personnel.
- ✓ Rodent baits and pesticide are routinely checked and changed when needed.



Required Forms
Sanitation and Cleanliness

The form below is a requirements that should be filled by the Maintenance Personnel to ensure quality.

| Area | Clean | Disinfect | Frequency |
|--|-------|-----------|---|
| Countertops/tabletops | X | X | Daily and when soiled |
| Food preparation and service surfaces | X | X | Before and after |
| Floors | X | X | Daily and when soiled |
| Door and cabinet handles | X | X | Daily and when soiled |
| Carpets and rugs (<i>clean with carpet cleaning</i>) | X | | Vacuum daily, clean carpet only when children are not present monthly |
| Small rugs | X | | Vacuum daily |
| Toys | X | | Weekly |
| Utensils, surfaces and toys that go into mouth | X | X | After every use |
| Sheets and pillowcases | X | | Weekly |
| Blankets and sleeping bags | X | | Monthly and when soiled |
| Toilet areas | X | X | Daily and when soiled |
| Changing tables | X | X | After each use |

SECTION THREE

Health Requirements

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- ❖ Introduction to the Section
- ❖ Safe Health Practices
- ❖ Health Forms

Introduction to the Section



Child care settings are places where the risk of transmission of infectious diseases is higher than any other work setting. Therefore, caregivers have a major responsibility in preventing and controlling the spread of infections, along with promoting a healthy environment for children.

All activities and practices conducted at Nurseries should conform to hygiene and safety standards and policies. This section includes guidelines regarding the health forms and safe health practices, all of which are requirements of the Lebanese Ministry of Public Health.

Safe Health Practices



Caregivers have to prevent and control the spread of infectious diseases, care for sick children, administer medications, and protect children from various risks and hazards. If these responsibilities are carried out vigilantly, the Nursery environment will become a home-like environment.



Lebanese Nursery Requirements Safe Health Practices

Storage of Medication:

- ✓ All the medications are labeled with the child's name, administration instructions, and expiry date.
- ✓ All the medications are stored out of the children's reach.
- ✓ All medications are stored in their original and childproof containers.
- ✓ All medications are stored in the convenient temperature; refrigerate if needed.
- ✓ Parents/ Guardian fill out the medication consent form for each course of medication.
- ✓ All refrigerated medications are stored in closed containers to prevent spills that would contaminate food.

Injuries Management:

- ✓ Precaution measurements are taken within the Nursery to prevent injuries, through proper infrastructure for instance and higher level of supervision, and other precautions regarding the physical and social environment in the Nursery found under Section One of the toolkit.
- ✓ In case a child is injured during attending hours, specific forms are filled.

Choking Management:

- ✓ Caregivers are able to identify the signs of a child choking
- ✓ Caregivers know how to immediately and correctly respond and manage a case of child who is choking.
- ✓ Toys and Objects have a diameter of more than 2 centimeters.
- ✓ Children are not allowed to play with plastic bags, latex balloons and gloves.
- ✓ Rattles, pacifiers and others are not be hung around infant's neck.

Feeding Protocols:

- ✓ Food is stored, prepared and served in a safe manner in order to prevent contamination and food borne diseases.
- ✓ When it comes to infant and toddler feeding, extra care is given especially when dealing with breast milk and formulas.
- ✓ Pacifiers are labeled with the child's name and never shared with others.
- ✓ Any prepared bottles (breast milk/formula) is labeled with the child's name.
- ✓ Formulas are prepared according to directions.
- ✓ If a child suffers from a certain food allergy, a special care plan is completed for this child and shared with all who are involved in food preparation and service.

Sun Safety Protection:

- ✓ The Nursery ensures that children will avoid direct sun exposure during sun peak hours, typically between 10 am and 2 pm.
- ✓ Natural and/ or built shade are available in outdoor play areas.
- ✓ Caregivers make sure to apply sunscreen on children at least 30 minutes before going outdoors.

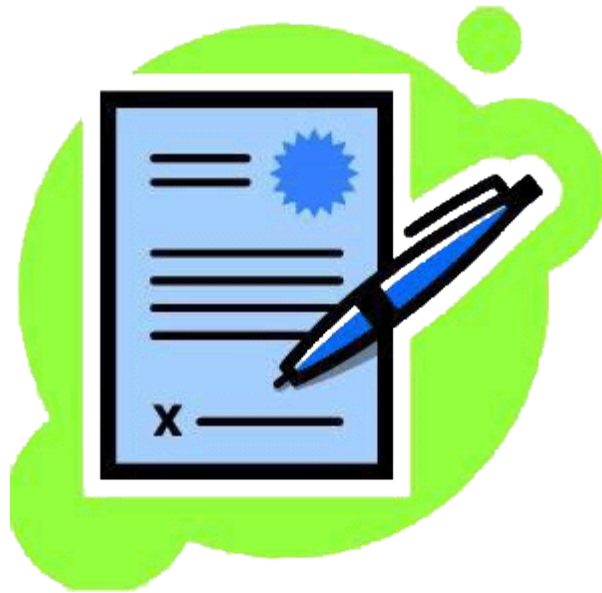
Sleeping/Napping Protocols:

- ✓ To minimize the risk of Sudden Infant Death Syndrome safe sleep policies are followed including: putting infants to bed on their backs. If parent/guardians request that their child be put to bed in a different position other than their back, the parents must provide a Physician's signed note that explains how the infant should be put to sleep and the medical reason for this position.
- ✓ No toys, stuffed animals, pillows, crib bumpers, positioning devices (unless ordered by a health care provider) or extra bedding are in the cribs; If a blanket is used for extra warmth, the infant will be placed in the Feet-Foot positioning with the infant's feet up against the foot of the crib with a thin blanket that reaches only as far as the infant's chest and is placed under the infant's arms and tucked around the crib mattress This position prevents the blanket from slipping up over the infant's face or the infant slipping under the blanket.
- ✓ Sleeping infants are visually checked every 15-20 minutes. The infant is observed to verify that the infant's skin color is normal, and the infant's chest is rising and falling as she breathes.

Universal Protocols:

- ✓ Proper hand washing procedures is posted at all hand washing sinks, including food preparation and art sinks.
- ✓ Children's hand washing sinks are at child's level or accessible by a safe step.
- ✓ Personnel wash their hands with liquid soap and running water and dry them out with disposable paper towels after each diapering/toileting of children and before food preparation and service
- ✓ Children (3 years and older) wash their hands properly with liquid or foam soap, warm running water and dry them with disposable paper towels after toileting and/ diapering, and before and after eating.
- ✓ Non-porous gloves are available for caregivers in all areas where child care is provided.

Health Forms



Health forms are mandatory because they allow the administration to have all the necessary information regarding the health and medical history of every attending child. They are also essential tools used to evaluate admissions criteria, and allow the generation of appropriate policies and procedures in the Nursery.



Required Forms *Health Forms*

It is important for every Nursery to have a clear policy for ill infants. This policy would go in hand with a Health and Safety Daily checklist. While filling out the checklist the assigned personnel verifies the following criteria are met:

- a- The nursery is a clean and smoke free, and playgrounds and equipment are hazard free before use.
- b- The personnel's personal belonging are locked out of reach of children.
- c- Personnel and children's hands are washed once they enter the classroom.
- d- Each child has a brief health check by the caregiver. The caregiver considers the following points when performing the health check:

- ❖ S/he checks the general mood of children and note any change in behavior;
 - ❖ S/he notes if the child has fever or any elevated body temperature;
 - ❖ S/he is aware if a child suffers from any type of skin rash, unusual spots, swelling or bruises.
 - ❖ In case a child is complaining of pains or has signs or symptoms of diseases (like severe coughing, breathing difficulties, discharge from nose, ears, or eyes, vomiting, etc..), the caregiver reports the condition to the administration and the parents.
- e- All hygiene supplies are available.
- f- The children’s personal items are kept separate.
- g- Diapering supplies are gathered and within reach before beginning.
- h- First aid kit is complete and available in each room.

The form below can be used by Nursery personnel.

| Check for Completion | MON | TUE | WED | THU | FRI |
|--|------------|------------|------------|------------|------------|
| <i>The Nursery is smoke free</i> | | | | | |
| <i>All areas are clean and clutter free</i> | | | | | |
| <i>Staff's personal belongings are locked out of reach of children</i> | | | | | |
| <i>Hands are washed by staff and children once they have entered the classroom</i> | | | | | |
| <i>Each child has brief health check by the teacher</i> | | | | | |
| <i>All hygiene supplies are available</i> | | | | | |
| <i>Children's personal items are kept separate</i> | | | | | |
| <i>Playground and equipment are checked for garbage and other hazards before use</i> | | | | | |
| <i>Diapering supplies are gathered and within reach before beginning</i> | | | | | |
| <i>First aid kit is complete and available in each room</i> | | | | | |

It is also crucial to have a special allergy form is filled out and signed by the parents/guardians, physician, and Nursery Manager in case a child suffers from certain allergies, a special. The Allergy form includes the child’s name, parents’ name, emergency contact numbers, child’s physician number, the type of allergen and where this allergen is found, what the symptoms of the allergic reaction are, and what should be done in case the child had an allergic reaction. A sample of this form is seen below.



ALLERGY FORM

Child's Name: _____

Parents' Name: _____

Emergency Contact Numbers: _____

Child's Physician's Number: _____

| Specific Allergy | Found in | Symptoms of the Allergic Reaction |
|------------------|----------|-----------------------------------|
| | | |
| | | |
| | | |
| | | |

What should be done when the child is going through an allergic reaction?

Parent Signed _____ Dated _____

Physician Signed _____ Dated _____

Nursery Manager Signed _____ Dated _____

During admission of a child, it is important for the Nursery to set up the child's vaccination profile, where each child is recommended to take certain doses by the Ministry of Public Health guidelines.

It is also important to note that caregivers should also be immune against certain diseases.

Below is the mandatory vaccination requirement for each child along with the table that summarizes the recommendations for personnel vaccination.



VACCINATION PROFILE FOR IMMUNIZATION

| Age/ vaccine | Birth | 2 m | 4 m | 6 m | 9 m | 12-15 m | 18 m | 2-3 y | 4-6 y |
|--------------------|-------|-----|-----|--------|--------|------------|------|-------|----------------|
| HepB* (3 doses) | | | | | | | | | |
| DTP | | | | | | | | | dTaP, Polio |
| Hib | | | | | | | | | |
| IPV | | | | | | | | | |
| OPV | | | | | | | | | |
| Measles | | | | | | | | | |
| MMR* | | | | | | | | | |
| PCV* (3 doses) | | | | | | | | | |
| Rotavirus | | 2 | or | 3 | | | | | |
| Influenza | | | | Yearly | | | | | |
| HepA | | | | | | | | | |
| MCV* | | | | | | | | | |



Mandatory vaccinations



Recommended optional vaccinations

- Hep B: three doses, 0, 2 and 6 or 0 1 and 6. If 4 doses are decided, 0, 2, 4, and 6 months
- MMR to be given at 12 and 18 months with a check at 4-6 years or at 12months and at 4-6 years
- PCV in the public will be used in the form of 2+1
- Influenza vaccine yearly

| RECOMMENDED VACCINATIONS FOR PERSONNEL | |
|---|--|
| <i>Influenza (Flu)</i> | All child care providers, especially those who have chronic health conditions or are over 65 years of age, should be annually vaccinated against influenza. |
| <i>Measles, Mumps, Rubella (MMR)</i> | Providers born before 1957 can be considered immune to measles and mumps. Others can be considered immune if they have a history of measles or mumps disease, or have received at least one dose of rubella vaccine on or after their first birthday. |
| <i>Tetanus, Diphtheria (Td)</i> | Child care providers should have a record of receiving a series of three doses (usually given in childhood) and a booster dose given within the past 10 years. |
| <i>Polio</i> | Child care providers, especially those working with children who are not toilet-trained, should have a record of a primary series of three doses (usually given in childhood) and a supplementary dose given at least six months after the third dose in the primary series. |
| <i>Hepatitis A</i> | Hepatitis A vaccine is not routinely recommended for child care providers but may be indicated if the local health department determines that the risk of hepatitis A in the community is high. |
| <i>Chickenpox</i> | Child care providers who know they have had chickenpox can assume they are immune. All other providers should consider getting vaccinated because of the high risk of exposure to chickenpox. |
| <i>Hepatitis B</i> | Child care providers who may have contact with blood or blood-contaminated body fluids (such as bloody noses or cuts), or who work with developmentally disabled or aggressive children, should be vaccinated against hepatitis B with one series of three doses of vaccine. |

Upon registration in the Nursery the parents/ guardians should fill the child medical form that is given to the administration in order to keep track with the child's medical history and medical condition. In addition, in case of an emergency Parents/Guardians' consent is obtained a priori to be able to transfer the child to the nearest hospital.

Furthermore, if a child needs to take certain medication during attending hours, the parents should sign a medication administration consent form whereby they give the authority to the caregiver at the Nursery to administer the medication to their child.

This form should include the parent/guardian’s telephone, child’s physician telephone, details about the child’s condition, the purpose why a specific medication is administered, the time of the medication administration, the name of the medication, the duration of administration, method of administration, the possible side effects, and the contact’s telephone number in case of emergency, and the parent/ Guardian signature.

A template of the medical form is found below.

MEDICAL FORM

The _____ (name _____ of _____ facility/center):
_____ will administer medication to children for whom a plan has been made and approved by the Director. Because medication poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians should check with the child’s health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care by this facility/ center. Parents/guardians may come to administer medication to their own child during the day.

If a liquid oral medication is to be administered at the facility/center, the parent/guardian must provide the administration device with clearly marked measurements (medicine sip-vial, medicine cup, dropper, or syringe).

Medication in Child Care:

1. Requires parent/guardian to complete and sign this Medication Administration Form; form shall be kept in the child’s record with all supportive documentation.
2. Medication must be in original, child-proof container and labeled with child’s name.
3. All medication containers and dispensers will be stored out of the reach of children and in a locked cabinet, or refrigerator if necessary, and will be returned to parent/guardian when completed.
4. Requires a written plan to record the administration of all medications and to inform the child’s parent/guardian daily when such medications have been given.

- When no longer needed by the child, or when the child withdraws from the program, all medications should be returned to the child’s parent/guardian or disposed of after an attempt to reach parent/guardian.

Prescription Medications:

- Medication is administered in accordance with the pharmacy label directions as prescribed by the child’s health care provider.
- The instructions from the child’s parent/guardian shall not conflict with the label directions as prescribed by the child’s health care provider.

Non-Prescription (Over-the-Counter) Medications:

- May be administered without approval or instructions from the child’s health care provider.
- Shall be administered in accordance with the product label directions on the container.
- The instructions from the child’s parent/guardian shall not conflict with the product label directions on the container.

AUTHORIZATION FOR MEDICATION ADMINISTRATION

I hereby authorize designated agents of (name of facility/center) _____ to administer the following medication to my child, _____. I further agree to indemnify and hold harmless this facility/center, their agents, and servants against all claims as a result of any and all acts performed under this authority.

| | |
|--------------------------------|--|
| Parent/Guardian Name | |
| Telephone | |
| Child’s Physician | |
| Telephone | |
| My child’s condition is | |

| | |
|-----------------------------------|--|
| Purpose of medication is | |
| Time of administration | |
| Name of medication | |
| Duration of administration | |
| Method of administration | |
| Possible side effects | |

| | |
|--|--|
| In case of emergency, contact Telephone | |
|--|--|

| | |
|----------------------------------|---------------------|
| Parent/Guardian signature | Today's Date |
|----------------------------------|---------------------|

The caregiver who will be administering the medication should also fill a monthly medication record that includes the name of the child, the dates when the medication will be administered, the amount of medication and time of administration, followed by the staff signature and if required: a second staff signature, the parent initials, and at the end of the form the caregiver should report any observation or any additional comment. A template is seen below.

| Name of Child _____ | | | Monthly Medication Record | | |
|---|---------------|--------------------|----------------------------------|---|--|
| ✓ | | | | | |
| Dates to administer | Dosage amount | Time to administer | Staff signature and time given | Staff signature second time (if required) | Parent initial to acknowledge administration |
| Monday Date: | | | | | |
| Tuesday Date: | | | | | |
| Wednesday Date: | | | | | |
| Thursday Date: | | | | | |
| Friday Date: | | | | | |
| <i>Any additional comments and/or observations with staff initials:</i> | | | | | |
| _____ | | | | | |