

Other necessary policies

In addition to a health policy, you may need some or all of the following supplemental policies. Model policies and assistance are also available from the Communicable Disease Outreach program for each of these:

- Bloodborne Pathogen Exposure Plan
- Pesticide Policy
- Comprehensive Disaster Plan
- Pet or Visiting Animal Policy
- Individualized Care Plans



Call the Snohomish Health District Communicable Disease Outreach program if you have any additional questions about writing or updating a health policy.



Health Policy

Steps for having your policy reviewed by Snohomish Health District

To get more information or request a health policy review, contact the Communicable Disease Outreach program at 425.339.5278, via email at childcarehealth@snohd.org or visit our website at http://www.snohd.org/SHD_CH

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER SNOHOMISH COUNTY

CDO_HealthPolicyReview_0111_mhas



SNOHOMISH
HEALTH DISTRICT
WWW.SNOHD.ORG



Health Policy Review

Child care center licensing regulations state that every program must have current written health policy. The policy must be comprehensive, clear, and reflect what is expected and what is actually done. The health policy must be reviewed and updated whenever a center changes its policy or at least every three years when the center is up for re-licensing. It must be signed by a physician, physician's assistant, or registered nurse. This working document should be used for staff training.

Why should you have the Communicable Disease Outreach (CDO) Program review and sign your health policy?

The Communicable Disease Outreach staff are experts in health and safety for child care environments. The CDO staff is familiar with what does and does not meet licensing requirements while many hospital or clinic physicians and nurses are not. The CDO program is thorough and accurate in its review and will ensure that your policies meet your licensor's expectations.

Steps to Getting It Done

- 1) **Gather information** – get copies of any existing health policies for the child care, including disaster plans or pesticide policies. Also have available any parent handbooks or information that you provide to parents or staff about health and safety practices.
- 2) **Obtain the current model policy** – Use the health policy template found on the CDO program website.
- 3) **Contact CDOP** – call the CDO program to let the staff know that you are currently working on your health policy and will be requesting that it be reviewed, signed, and returned. CDO staff can let you know the approximate turn-around time and the email address you will need to send the document to once you are finished.
- 4) **Read and modify the model policy** – read through the entire model policy document. Where there is red type, make changes to the policy to reflect the practices of your program. Don't hesitate to change portions of the policy not in red as well if they do not match what you do. Make sure you:
 - a. Fill in any blanks
 - b. Replace items in parentheses with the requested information
 - c. Remove any sentences, paragraphs, or sections that do not apply to your program, such as infant care, animals, field trips, etc.
 - d. Add any important items to your program's health and safety policies that are not included in the model.
 - e. Complete the requested information written in red.
- 5) **Check over the document for errors**— read through the document to make sure that it is complete and personalized to fit your program.
- 6) **Put in appropriate page breaks** – once all the changes have been made to the body of the document, feel free to add additional spaces between sections so that reasonable page breaks are made.
- 7) **Update the table of contents** – the table of contents has been programmed to adjust itself. Once all changes have been made to the document, click once somewhere in the middle of the table of contents. Then right click, select "update field" then "update entire table." The page numbers will automatically correct themselves.
- 8) **Email the document to the Communicable Disease Outreach program** – email the finished document to the staff person whose email you obtained in step 3. This person will ensure that your document is reviewed.
- 9) **Make any needed changes** – CDO staff will call or email to let you know if any changes or clarifications are needed.
- 10) **Receive final document** – CDO PHN will then print out and mail you the signature page and email you the final version. An original version will be kept on file at Snohomish Health District.
- 11) **Consider a Disease Prevention Assessment visit** – CDO staff can then visit your program and provide the director with feedback on how well the staff are meeting the expectations set forth in the health policy. The CDO program can also provide services to help improve any challenging areas.

