

Regulations and other acts

Gouvernement du Québec

O.C. 1065-99, 15 September 1999

An Act respecting childcare centres and childcare services
(R.S.Q., c. S-4.1)

Day care centres — Amendments

Regulation to amend the Regulation respecting day care centres

Whereas under subparagraphs 1 to 6, 17 to 19 and 24 of section 73 of the Act respecting childcare centres and childcare services (R.S.Q., c. S-4.1), as amended by paragraphs 1, 2 to 5, 12 and 16 of section 122 of Chapter 58 of the Statutes of 1997 and by paragraph 2 of section 7 of Chapter 23 of the Statutes of 1999, the Government may make regulations, for the whole or part of the Québec territory,

— determining the form and tenor of an application for the issue or renewal of a permit, the qualifications of a person soliciting a permit or its renewal, the requirements he must fulfil, the information and documents he must furnish and the duties he must pay;

— establishing standards for the arrangement, equipment, furnishing, maintenance, heating and lighting of the premises where day care is provided, and prescribing an outdoor play area and standards for the arrangement, equipment and maintenance of that area;

— determining the conditions that a permit holder who ceases his activities must fulfil;

— establishing classes according to the age of the children received and the services to be provided in a childcare centre or a day care centre;

— determining the maximum number of children who may be received in premises of a childcare centre, day care centre, nursery school or stop over centre or in the premises used for home day care or in the prescribed outdoor play area, according to the dimensions and arrangement of the premises or area, the age class of the children and the services to be provided, where applicable;

— establishing standards of hygiene, salubrity and safety that must be observed in childcare centres, day care centres, nursery schools, stop over centres or homes where day care is provided;

— establishing standards of qualification for persons working in a childcare centre, a day care centre, a nursery school or a stop over centre or providing home childcare and prescribing the requirements they must satisfy;

— determining the ratio between the number of staff members and the number of children who are received in a childcare centre, a day care centre, a nursery school or a stop over centre or to whom home childcare is being provided;

— determining the child registration, admission and discharge formalities for childcare centres, day care centres, nursery schools or stop over centres and for home childcare;

— determining, from among the provisions of a regulation made under section 73, those the infringement of which constitutes an offence punishable under section 74.9 of the Act;

WHEREAS the Government approved the Regulation respecting day care centres by Order in Council 1971-83 dated 28 February 1983;

WHEREAS it is expedient to amend that Regulation;

WHEREAS in accordance with sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), a draft Regulation to amend the Regulation respecting day care centres was published in Part 2 of the *Gazette officielle du Québec* of 7 July 1999, with a notice that it could be made upon the expiry of 45 days following that publication;

WHEREAS the 45-day period has expired;

WHEREAS it is expedient to make the Regulation without amendment;

IT IS ORDERED, therefore, on the recommendation of the Minister of Child and Family Welfare and of the Minister for Child and Family Welfare:

THAT the Regulation to amend the Regulation respecting day care centres, attached to this Order in Council, be made.

MICHEL NOËL DE TILLY,
Clerk of the Conseil exécutif

Regulation to amend the Regulation respecting day care centres¹

An Act respecting childcare centres and childcare services (R.S.Q., c. S-4.1, s. 73, 1st par., subpars. 1 to 6, 17 to 19 and 24; 1997, c. 58, s. 122, pars. 1 to 5, 12 and 16; 1999, c. 23, s. 7, par. 2)

1. The Regulation respecting day care centres is amended in the French text by substituting the following for the title:

“Règlement sur les garderies”.

2. The following is substituted for sections 1 and 2:

“1. An applicant for a day care centre permit must apply in writing to the Minister of Child and Family Welfare giving:

- (1) his name and address;
- (2) the name and address of the centre where the children will be received;
- (3) the age class of the children he intends to receive, as described in section 5, and the number of places solicited for each age class;
- (4) the name, date of birth and address of the residence of each of the members on the board of directors, where applicable.

2. An applicant must include the following information and documents with his application:

(1) a certified true copy of the incorporating act if the applicant is a corporation other than a municipality;

(2) a copy of a duly registered declaration of registration or initial declaration and of any declaration amending it if the applicant is required to register under the Act respecting the legal publicity of sole proprietorships, partnerships and legal persons (R.S.Q., c. P-45);

(3) a certified true copy of a resolution of the corporation authorizing the application, where applicable;

(4) a written statement from the applicant attesting that no impediment to the issuance of a permit provided for in paragraphs 2 to 5 of section 18.1 of the Act applies to him or, if the applicant is a corporation, a certified true copy of a resolution to the same effect with respect to all the members of its board of directors;

(5) a copy of the duly registered title deed or of a lease whose term is at least three years or of a written authorization to occupy the premises for free granted for at least three years;

(6) a floor plan, signed and sealed by an architect, of the rooms in the facility where childcare will be provided;

(7) a plan, true and to scale, of the outdoor area or play area referred to in the first paragraph of section 43, as well as:

(a) a site plan for the outdoor area or play area showing their location in relation to the facility;

(b) in the case of the outdoor area referred to in subparagraph 2 of the first paragraph, a copy of the duly registered title deed, of the lease or of the authorization referred to in that subparagraph;

(8) an attestation from the municipality, in the territory of which the facility is located, certifying that the facility complies with municipal by-laws;

(9) the internal management rules of the day care centre, specifying:

(a) the general orientations of the institution;

(b) the opening hours of the day care centre;

(c) the admission policies respecting children;

(d) the typical schedule of the daily activities of the children, including the outings and meal and snack hours;

(e) the activities envisioned to implement the educational childcare program provided to children;

¹ The Regulation respecting day care centres, made by Order in Council 1971-83 dated 28 September 1983 (1983, *G.O.* 2, 3527), was last amended by the Regulation made by Order in Council 1070-97 dated 20 August 1997 (1997, *G.O.* 2, 4391). For previous amendments, refer to the *Tableau des modifications et Index sommaire*, Éditeur officiel du Québec, 1999, updated to 1 March 1999.

(10) proof that the day care staff members meet the qualification requirements referred to in sections 9 and 10.”.

3. Section 3 is amended

(1) by substituting the following for the first paragraph:

“3. An applicant for a day care centre permit must, at the time of his application, pay a fee of \$127 for assessment of his application for the permit. That fee is not refunded if the permit is not granted.”.

(2) by substituting the word “Minister” for the word “Bureau” in the fourth paragraph.

4. Section 4 is revoked.

5. Section 5 is amended

(1) by substituting “less than 5” for “5” in paragraph 3;

(2) by substituting “30 September” for “1 October” in paragraph 4.

6. The following is substituted for section 6:

“6. An application for renewal of a day care centre permit must be submitted at least 90 days before the expiry date of the permit and must be accompanied by the information and documents prescribed in section 2, where those that were submitted with the original application for a permit are no longer accurate or complete.

An applicant for renewal of a day care centre permit must, at the time of his application for renewal, submit a fee of \$67 for assessment of his application. That fee is not refunded if the renewal of the permit is not granted.”.

7. Section 7 is amended

(1) by substituting the word “garderie” for the words “service de garde en garderie” in the French text;

(2) by substituting the word “Minister” for the word “Bureau”.

8. The following is substituted for the title of Division II:

“STAFF MEMBERS”.

9. The following is substituted for section 8:

“§1. *General*

8. Every staff member who is present during the opening hours of the day care centre, unless he has been rehabilitated or pardoned, shall not have been found guilty of an indictable offence or offence punishable on summary conviction connected with the skills and conduct required to discharge his duties in a day care centre and listed in section 18.1 of the Act.

§2. *Particular provisions*

8.1. In this Subdivision, “day care staff member” means a day care centre staff member involved in implementing the children’s educational childcare program, and “full time” means worked time corresponding, in one year, to 227 days or 1 589 hours.”.

10. Section 9 is amended

(1) by substituting the following for the part preceding subparagraph 1 of the first paragraph:

“9. At a day care centre, the permit holder must ensure that at least one day care staff member out of three has any of the following qualifications:”;

(2) by adding the following after subparagraph 5 of the first paragraph:

“(6) an attestation of college studies in Native children education.”;

(3) by substituting the following for the third paragraph:

“The day care centre permit holder shall ensure that the one day care staff member out of three who has the qualifications required under this section is present with the children each day for at least half of the opening hours.”;

(4) by deleting the fifth paragraph.

11. The following is inserted after section 9:

“9.1. A day care centre permit holder shall keep, at the day care centre, the following up-to-date documents:

(1) proof that his day care staff members meet the requirements in sections 9 and 10;

(2) a document attesting that his staff members meet the requirements in section 8.

He shall keep the documents referred to in the first paragraph for the three years following the date on which the services of a staff member ceased.”.

12. The following is substituted for section 10:

“**10.** A day care centre permit holder shall ensure that each of his staff members holds a certificate dating back no more than three years and attesting that the member has successfully completed

(1) a general first-aid course of at least eight hours; or

(2) a refresher course of at least six hours intended to update the knowledge acquired in the course referred to in paragraph 1.”.

13. Section 11 is amended

(1) by substituting “less than 5” for “5” in subparagraph 3 of the first paragraph;

(2) by substituting the following for subparagraph 4 of the first paragraph:

“(4) one member for a maximum of 20 children present, aged 5 years and over as of 30 September.”.

14. Section 12 of the French text is amended by substituting the words “la garderie, le titulaire d’un permis de” for “un service de garde en garderie, le titulaire d’un permis de service de garde en”.

15. The following is substituted for section 13:

“**13.** A parent must be allowed access by a day care centre permit holder to the premises where childcare is provided at any time during the opening hours and when his child is present.”.

16. Section 14 is amended

(1) by substituting the following for the first paragraph:

“**14.** A day care centre permit may not authorize its holder to receive more than 80 children at one time.”;

(2) by striking out the words “service de garde en” in the second paragraph in the French text;

(3) by deleting the third and fourth paragraphs.

17. The following is inserted after section 14:

“**14.1.** A day care centre permit holder may not carry on his activities in a building already occupied by another day care centre permit holder.”.

18. The following is substituted for sections 15 and 16:

“**15.** No staff member may use alcoholic beverages or tobacco in the premises of the day care centre during opening hours.

16. In the event of a serious accident or illness, a staff member shall immediately call for the necessary medical assistance, in particular by contacting a physician or going to the nearest institution providing emergency services. As soon as possible, he shall notify the parent or any other person designated by the parent in the registration card provided for in section 22 of the Act. The child must be isolated from the others and remain under constant adult supervision.”.

19. Section 17 is amended

(1) by substituting the following for the first paragraph:

“**17.** A staff member may not administer any medication without the written authorization from the parent and from a member of the Collège des médecins du Québec.”;

(2) by substituting the following for the third paragraph:

“Notwithstanding the first paragraph, acetaminophen and oral hydration solutions may be administered without medical authorization to a child received provided it is done according to the appropriate procedure outlined in Schedule I. Saline nasal drops, zinc oxide-based cream for the seat area and sun cream without PABA may be administered without medical authorization but with the parent’s written authorization to a child received.”.

20. The following is substituted for section 18:

“**18.** Medication may be administered to a child only by the person designated in writing for that purpose by the day care centre permit holder or by the person designated in an emergency under section 12.”.

21. Section 19 is amended

(1) by substituting the following for the first paragraph:

“19. Except for acetaminophen, oral hydration solutions and sun cream without PABA, only medication provided by the parent may be administered to a child.”;

(2) by inserting the words “label on the” before the words “medication container” in the second paragraph.

22. Section 19.1 is amended by substituting the following for the first paragraph:

“19.1. Except for sun cream without PABA and zinc oxide-based cream for the seat area, the administration of medication to a child must be recorded in the register kept for that purpose by the person who administered it.”.

23. Section 19.2 is amended

(1) by substituting the following for the first paragraph:

“19.2. A day care centre permit holder shall ensure that every medication, household cleaning product or toxic product is clearly labelled and stored in a space intended specifically for that purpose, out of reach of children, separately from all foodstuffs and under lock and key.”.

(2) by deleting the third paragraph.

24. The following is substituted for sections 20 to 30:

“20. A day care centre permit holder must post a list of the following telephone numbers near the telephone:

(1) Québec Poison Control Centre;

(2) the person designated in an emergency under section 12;

(3) the local community service centre in which territory is located the day care centre;

(4) a taxi service.

A day care centre permit holder must ensure that the following are kept near the telephone:

(1) a list of the telephone numbers of the regular and substitute staff;

(2) a list of the telephone numbers of the parent of each child.

21. A day care centre permit holder must ensure that no child is left on his bed or mattress outside the sleep and rest periods provided for in the schedule, except in the case of an illness or accident.

22. A day care centre permit holder must ensure that no child is tied onto his bed.

22.1. A day care centre permit holder must, every day, unless weather is inclement, take the children outside to a safe place allowing for their supervision.

23. A day care centre permit holder may not use bunkbeds or cradles.

24. A day care centre permit holder must, when he provides a crib with posts and slats, ensure that it is not portable and complies with the standards set out in the Cribs and Cradles Regulations (SOR/86-962), made under the Hazardous Products Act (R.S.C., 1985, c. H-3).

Any bed modified in order to comply with the Regulations must be tested according to the standards and meet all requirements provided therein.

25. A day care centre permit holder must ensure that toys are safe, non-toxic, washable, sturdy, in good repair and in compliance with the safety standards set forth in the Hazardous Products (Toys) Regulations (C.R.C., c. 931) made under the Hazardous Products Act (R.S.C., 1985, c. H-3).

26. A day care centre permit holder must ensure that any climbing apparatus, swing, slide or similar device have smooth surfaces with no sharp edges. It shall be safe and placed on a surface that can absorb the impact of a fall. If installed indoors, it must be designed for indoor use and if installed outdoors, it must be anchored to the ground.

27. A day care centre permit holder must use folding gates, expandable enclosures for children, carriages and strollers for babies and children that comply with the Hazardous Products (Expansion Gates and Expandable Enclosures) Regulations (SOR/90-39) and the Carriages and Strollers Regulations (SOR/85-379) made under the Hazardous Products Act (R.S.C., 1985, c. H-3).

28. A day care centre permit holder must ensure that a wading pool is emptied, disinfected and stored after each use.

29. A day care centre permit holder shall use television or any other audiovisual equipment only as part of an educational childcare program.

30. A day care centre permit holder may not allow animals in the day care centre.

30.1. A day care centre permit holder must ensure that the facility is equipped with a mechanism controlling access to the day care centre or to the premises where the children are received.”.

25. Section 31 is amended by substituting the following for the part preceding paragraph 1:

“**31.** A day care centre permit holder must ensure that the premises, equipment, furniture and play material are”.

26. The following is substituted for sections 32 to 36:

“**32.** A day care centre permit holder shall, when providing meals and snacks to children, ensure that they comply with Canada’s Food Guide to Healthy Eating (Health Canada, Ottawa, 1997).

33. Where a child is on a special diet prescribed by a member of the Collège des médecins du Québec, a day care centre permit holder shall follow the parent’s written instructions for the meals and snacks to be provided to that child.

34. A day care centre permit holder must post the weekly menu for consultation by the staff and the parents; he shall ensure that the meals and snacks served to the children correspond to the posted menu.

35. A day care centre permit holder must keep and serve prepared food and food brought in under sanitary conditions at a suitable temperature.

36. A day care centre permit holder may allow children in the kitchen only under supervision.”.

27. Section 38 is amended by substituting the words “de la garderie, aux jeux et activités des enfants fréquentant la garderie” for the words “du service de garde en garderie, aux jeux et activités des enfants fréquentant le service de garde en garderie” in the definition of “aire de jeu” in the French text.

28. The following is substituted for sections 39 to 41:

“**39.** The maximum capacity of the premises in a day care centre must be calculated on the basis of the net surface of the play areas:

(1) if the children received are under 18 months, the minimum required area is 4 m² per child and, for every 15 children or less, that space must be divided into at

least two separate rooms, one for play and one for rest; in each such room, the maximum capacity is 15 children at one time and the room for rest may be used only for rest;

(2) if the children received are 18 months and over, the minimum required area is 2.75 m² per child. That space may be divided into several rooms and the maximum capacity of each room is 30 children at one time, except during special activities.

40. A day care centre permit holder must use premises meeting the following standards:

(1) a constant temperature of not less than 20 °C must be maintained;

(2) in a basement, the relative humidity may not exceed 50 % in any season.

41. A day care centre permit holder must make available to the children a play area that meets the following standards:

(1) it must have, on average, at least half of its floor-to-ceiling height above ground level;

(2) the minimum, unobstructed floor-to-ceiling height must be 2.30 m over at least 75 % of its net area, with a minimum, unobstructed floor-to-ceiling height of 2.10 m at any given point in that area;

(3) its walls and floors must be covered in washable materials and the floor surface may not consist of carpeting, except for moveable rugs, concrete, ceramic tile, terrazzo or any other material hard enough to constitute a danger for the children;

(4) it must have a relative humidity of not less than 30 % in winter;

(5) it must always have an unobstructed window to allow observation.

In addition, in the case of a play area referred to in paragraph 1 of section 39, the day care centre permit holder shall make sure that the rooms intended respectively for playing and rest are adjacent and enable to watch the children directly, in particular through a glass opening, between those rooms.

Subparagraphs 1 and 2 of the first paragraph do not apply to day care centres existing as of 19 October 1983, as regards their play areas existing as of 19 October 1985, provided that on this latter date they were in compliance with the other provisions of this Division as they read then and the unobstructed floor-to-ceiling

height of the play areas is not less than 2.20 m over at least 75 % of their net areas and 2.10 m at any given point in those areas.

The second paragraph does not apply to day care centres existing before 16 October 1985, which were then authorized to receive children included in the age class from birth to 17 months of age.”

29. Section 42 is amended by substituting the words “A day care centre permit holder must make available to the children play areas with windows that” for the words “The windows of day care centre play areas” in the first paragraph.

30. Section 43 is amended

(1) by substituting the words “Le titulaire d’un permis de” for the words “Le titulaire d’un permis de service de garde en” in the first paragraph in the French text;

(2) by substituting the following for subparagraphs 2 and 3 of the first paragraph:

“(2) an outdoor play area surrounded by a safe fence at least 1.20 m high located less than 500 m from the day care centre if access to that area is guaranteed to him during the opening hours of the day care centre by a duly registered title deed, by a lease of a duration of at least three years or by written authorization for the same duration guaranteeing him access free of charge;

(3) a children’s play area, located less than 500 m from the day care centre, in a public park, delimited by a fence and accessible during the opening hours of the day care centre.”;

(3) by striking out the words “au service de garde en garderie” in the second paragraph in the French text;

(4) by striking out the words “under section 11 of the Act” in the third paragraph;

(5) by deleting the fourth paragraph;

(6) by substituting the words “est située la garderie” for the words “sont situés les locaux du service de garde” in the fifth paragraph in the French text.

31. Section 44 is amended

(1) by substituting the following for the part preceding paragraph 1:

“**44.** A day care centre permit holder must have at his disposal service areas containing”;

(2) by substituting the words “by the staff” for the words “on the premises” in paragraph 1;

(3) by substituting the following for paragraph 2:

“(2) a cloakroom for use by the children, unless it is located in a traffic area that is not an exit;”;

(4) by substituting the words “de la” for the words “du service de garde en” in paragraph 3 in the French text;

(5) by substituting the words “la garderie” for the words “le service de garde” in paragraph 3 in the French text;

(6) by substituting the word “la” for the words “le service de garde en” in paragraph 5 in the French text.

32. Section 45 is amended

(1) by substituting the following for the part preceding paragraph 1:

“**45.** A day care centre permit holder must ensure that the premises where childcare is provided have”;

(2) by substituting the following for paragraph 2:

“(2) a stove or hot plate;”;

(3) by substituting the following for paragraph 4:

“(4) a first-aid kit the content of which is listed in Schedule II.”.

33. Section 46 is amended

(1) by substituting the following for the part preceding paragraph 1:

“**46.** A day care centre permit holder must make available to the children under 18 months premises that must have”;

(2) by substituting the words “educational day care” for the word “activity” in paragraph 1.

34. Section 47 is amended

(1) by substituting the following for the part preceding subparagraph 1 of the first paragraph:

“**47.** A day care centre permit holder must make available to the children 18 months and over premises that must have”;

(2) by substituting the words “educational day care” for the word “activity” in subparagraph 1 of the first paragraph;

(3) by substituting the following for the second paragraph:

“A day care centre permit holder must ensure that the premises attended by children from 18 to 35 months have a washable changing table of an appropriate height located near a sink, and a closeable container for soiled diapers.”.

35. The following is substituted for section 48:

“**48.** The registration card prescribed in section 22 of the Act must include the following information:

(1) the child’s name, date of birth, address and telephone number, as well as the language understood and spoken by the child;

(2) the name, address and telephone number of the parent and of a person authorized to pick up the child and those of a person to contact in an emergency;

(3) the date of admission of the child and the days or half-days of attendance per week;

(4) instructions from the parent regarding measures to be taken in an emergency for the child’s welfare and any conditions governing the child’s participation in organized outings;

(5) particular specifications regarding the child’s health and feeding where special attention is necessary and, where applicable, the name, address and telephone number of his physician.

The cards must be kept at the day care centre and handed over to the parent when the child ceases to attend the day care centre.”.

36. Section 50 is revoked.

37. The following is inserted after section 50:

“**DIVISION VII** **PENAL PROVISIONS**

51. A day care centre permit holder who contravenes any of the provisions of sections 9 to 13, 15, 19, 19.2 to 36, 39 to 42, subparagraphs 1 and 2 of the first paragraph of section 43, sections 44 to 49 is liable to the fine provided for in section 74.9 of the Act.

52. Whoever contravenes any of the provisions of sections 17 and 19.1 is liable to the fine provided for in section 74.9 of the Act.

DIVISION VIII **TRANSITORY**

53. A day care centre permit holder who, on 14 October 1999, contrary to section 14.1, carries on his activities in a building already occupied by another permit holder, need not comply with that section.

A person who, on 14 October 1999, filed an application for the issuance of a day care centre permit and who intends to carry on his activities in a building occupied by another permit holder, need not, at the time his permit is issued, comply with section 14.1 if he notifies the Minister thereof in writing no later than 28 November 1999.

The notice must give the name and address of the applicant for the permit and the name and address of the permit holder referred to in the second paragraph, as well as the address of his facility.

The second and third paragraphs also apply, adapted as required, to two persons who, on 14 October 1999, filed an application for the issuance of a day care centre permit and who intend to carry on their activities in the same building.

54. A person holding a day care centre permit on 13 October 1999 need not comply with section 30.1 before 1 September 2001.

55. A person holding a day care centre permit on 13 October 1999 need comply with subparagraph 5 of the first paragraph of section 41 only if the play area undergoes architectural work.

56. Two day care centre permit holders who, on 13 October 1999, made available to children an outdoor play area referred to in subparagraph 1 or 2 of the first paragraph of section 43, may continue to use that area as long as its surface area is at least 4 m² per child, considering that it is possible to receive at the same time at least one third of the sum of the maximum number of children indicated on each of the permits.

A person who, on 14 October 1999, filed an application for the issuance of a day care centre permit may, at the time his permit is issued, make available to the children an outdoor play area shared with a day care centre permit holder if he notifies the Minister in writing thereof no later than 28 November 1999 if the area complies with the requirements of the first paragraph.

The notice must give the name and address of the applicant for the permit and the name and address of the permit holder referred to in the second paragraph, the address of his centre, as well as the location of the outdoor play area. The notice must be accompanied by an attestation establishing that the permit holder agrees to the share-out of the outdoor play area.

The second and third paragraphs also apply, adapted as required, to two persons who, on 14 October 1999, filed an application for the issuance of a day care centre permit and who intend to share the same outdoor play area.

DIVISION IX **COMING INTO FORCE**

57. This Regulation comes into force on 14 October 1999.”.

38. The following is substituted for Schedule I to the Regulation:

“SCHEDULE I **(s. 17)**

PROCEDURES

1. PROCEDURE FOR ADMINISTERING ACETAMINOPHEN

This Procedure defines the rules for administering acetaminophen to a child in a day care centre in accordance with the Regulations made under the Act respecting childcare centres and childcare services (R.S.Q., c. S-4.1). “Acetaminophen” is the generic name of the medication that is commercially available under the following brand names: Atasol, Panadol, Tempra, Tylenol and other house brands.

The authorization form must be signed by the parent. The day care centre permit holder undertakes to comply with all the rules prescribed in this Procedure.

Basic rules

Within the framework of this Procedure, acetaminophen may be administered solely to reduce fever. It may not be administered:

- to children less than two months old;
- to relieve pain;
- for more than 48 consecutive hours (two days).

In those three cases, this Procedure does not apply and written authorizations from a physician and the parent are required.

The day care centre may have its own acetaminophen container; the brand name used, the form in which it is presented (drops, tablets, syrup) and the concentration must be indicated on the authorization form.

To avoid confusion, acetaminophen should be kept on hand in only one of its two liquid forms (drops or syrup). If children under the age of 24 months are received in the day care centre, it is recommended that drops be used instead of syrup. If syrup is chosen for the other children, only one concentration should be used.

The dosage indicated below or that prescribed on the medication container may in no case be exceeded.

It is important always to check the concentration of acetaminophen and to follow the instructions concerning dosage printed on the product container since new products of greater or lesser strength may appear on the market. Likewise, where acetaminophen is available in more than one concentration, it is recommended that the day care centre use only one concentration.

Any administration of acetaminophen must be recorded in the register of medications prescribed by the Regulation. That information must be given to the parent.

What you should know

Fever is defined as a body temperature that is higher than normal. Normal temperature may vary somewhat depending on the child, the time of day, the temperature outdoors and the activities taking place. The cause of the fever is more important than the temperature itself.

It is generally considered that there is fever if rectal temperature exceeds 38 °C, oral temperature exceeds 37.5 °C and underarm temperature exceeds 37.2 °C.

The only sure way to measure fever is to take the child’s temperature. A child’s temperature must be checked whenever his general condition (crying, loss of energy, etc.) or physical symptoms (flushed cheeks, excessively warm skin, etc.) seem to indicate fever. When a child receives childcare, the following measures are recommended:

- take the rectal temperature of younger children and oral temperature of older children; use the appropriate thermometer in each case;

— always use disposable plastic tips as they are more hygienic; otherwise, disinfect the thermometer properly after each use;

— if the child has just been extremely active, wait 15 minutes or so as his body temperature may be higher than normal;

— always comply with time requirements for the thermometer used; the time may vary with the thermometer. A digital thermometer is recommended.

What you should do

If rectal temperature is lower than 39 °C (38.5 °C for oral temperature or 38.2 °C for underarm temperature) and if the child's general condition is good, it is sufficient to:

— remove some of the child's clothes to lower his temperature;

— give the child something to drink (water, fruit juice or milk) at frequent intervals;

— keep an eye on the child and take his temperature again after 60 minutes, or earlier if the child's condition seems to worsen;

— inform the parents of the child's condition.

If rectal temperature is 39 °C or higher (38.5 °C for oral temperature or 38.2 °C for underarm temperature) and if the child is less than two months old, you must:

— notify the parents immediately, ask them to come and pick up their child and, in the meantime, apply the measures described above;

— if the parents cannot come to pick up their child, take the child to a medical service or to a hospital emergency department; do not administer acetaminophen, unless it has already been prescribed for the child's problem.

If rectal temperature is 39 °C or higher (38.5 °C for oral temperature or 38.2 °C for underarm temperature) and if the child is more than two months old, you must:

— apply the measures described for a light fever (remove clothes, give the child something to drink);

— inform the parents of the child's condition;

— administer acetaminophen according to the dosage indicated below or the dosage prescribed on the medication container and in accordance with the rules prescribed in this Procedure;

— one hour after administering acetaminophen, take the child's temperature again; if the temperature is still high, ask the parent to come and pick up the child; if the parent cannot be reached, take the child to a medical service or to a hospital emergency department.

When administering acetaminophen, you must:

— wash your hands before handling the medication;

— check the concentration, dosage and expiry date on the container;

— pour or place the medication in a clean spoon to administer the medication (drops, syrup or tablets) to the child; never place a dropper in the child's mouth, unless it is a disposable dropper. The used spoon must be washed in very hot water;

— use very simple words to explain to the child the relationship between his condition, the medication being taken and the expected results.

ACETAMINOPHEN: DOSAGE*

Age	Weight in kg	Drops	
		Concentration 80 mg/ml	
		ml	dropper
2-3 months	2.4-5.4	0.5	1/2
4-11 months	5.5-7.9	1	1
12-23 months	8.0-10.9	1.5	1 1/2
2-3 years	11.0-15.9	2	2
4-5 years	16.0-21.9	3	3
6-8 years	22.0-26.9	4	4
9-10 years	27.0-31.9	5	5
11-12 years	32.0-43.9	6	6

Age	Weight in kg	Syrup			
		Concentration			
		80 mg/5 ml		160 mg/5 ml	
		ml	tsp	ml	tsp
2-3 months	2.4-5.4	2.5	1/2	1.25	1/4
4-11 months	5.5-7.9	5	1	2.5	1/2
12-23 months	8.0-10.9	7.5	1 1/2	3.75	3/4
2-3 years	11.0-15.9	10	2	5	1
4-5 years	16.0-21.9	15	3	7.5	1 1/2
6-8 years	22.0-26.9	20	4	10	2
9-10 years	27.0-31.9	25	5	12.5	2 1/2
11-12 years	32.0-43.9	30	6	15	3

Age	Weight in kg	Tablets	
		Concentration	
		80 mg/tablet	160 mg/tablet
2-3 years	11.0-15.9	2	1
4-5 years	16.0-21.9	3	1 1/2
6-8 years	22.0-26.9	4	2
9-10 years	27.0-31.9	5	2 1/2
11-12 years	32.0-43.9	6	3

* The dosage unit may be repeated every four hours. No more than six doses may be administered within a 24-hour period.

AUTHORIZATION FORM FOR ACETAMINOPHEN

Parents are not required to sign this Procedure. However, without a signed Procedure, no acetaminophen may be administered without written authorization from the parents and a member of the Collège des médecins du Québec. Parents may, if they wish, limit the period of validity for the authorization granted by indicating its duration in the space provided.

I hereby authorize

(name of day care centre)

to administer, in accordance with this Procedure, acetaminophen sold under the following brand name:

(brand name and form: drops, syrup or tablets and concentration)

Child's surname and first name

Period of validity of authorization

Parent's signature

Date

This Procedure was adapted from a Procedure drawn up by the Office des services de garde à l'enfance and reviewed by the Association des pédiatres du Québec. The information it contains reflects the current state of knowledge on the subject (1998).

2. PROCEDURE FOR ADMINISTERING ORAL HYDRATION SOLUTIONS

This Procedure defines the rules for administering commercial oral hydration solutions to a child in a day care centre in accordance with the Regulations made under the Act respecting childcare centres and childcare services (R.S.Q., c. S-4.1). The authorization form must

be signed by the parent. The day care centre permit holder undertakes to comply with all the rules prescribed in this Procedure.

Basic rules

Within the framework of this Procedure, oral hydration solutions (Gastrolyte, Pedalyte, Lytren, etc.) may be administered to supply a controlled amount of sugar, salt and water to a child suffering from diarrhea or vomiting.

The day care centre may have its own commercial oral hydration solution.

The instructions and the dosage prescribed on the medication container must be followed at all times.

Any administration of oral hydration solutions must be recorded in the register of medications prescribed by the Regulation. That information must be given to the parent.

Children suffering from diarrhea or vomiting should not be attending the day care centre. This Procedure therefore applies in cases where such symptoms begin while the child is at the day care centre.

What you should know

It is not infrequent for a young child to suffer from diarrhea or vomiting. There are many causes for this, such as infection, poisoning or food allergy.

Diarrhea is characterized by watery stools and bowel movements that are more frequent than normal. Such a condition may cause dehydration, particularly in a young child.

When a child vomits or begins to have diarrhea, administration of an oral hydration solution is recommended. Such solutions are sold in pharmacies and are distinctly preferable to diluted juices, carbonated drinks or imprecise home-made preparations.

Since oral hydration solutions will not keep more than 24 hours once the container is opened, it is better in a childcare service to use a product sold in packets which can be used to prepare small quantities at a time.

What you should do

When a child begins to vomit or have diarrhea, the following measures are recommended:

— cease all normal feeding for approximately 15 to 30 minutes;

— avoid giving carbonated drinks and juices;

— later, when the child has stopped vomiting, administer a small quantity (15 to 30 ml) of oral hydration solution approximately every 10 to 20 minutes; administer the solution at room temperature and increase the quantity gradually if the child tolerates it;

— contact the parents and ask them to come and pick up their child if his condition does not improve;

— limit contact with other children insofar as possible;

— note everything the child drinks and the frequency of bowel movements and vomiting.

Strict hygienic measures must be taken to avoid contamination:

— frequent and thorough hand-washing for the child and the persons looking after him;

— diaper changing tables, counters and potties must be disinfected after each use.

According to certain studies, cases of gastroenteritis in childcare services can be reduced by approximately 50 % through regular and thorough hand washing and adequate disinfecting of the rooms and equipment.

AUTHORIZATION FORM FOR ORAL HYDRATION SOLUTIONS

Parents are not required to sign this Procedure. However, without a signed Procedure, no oral hydration solutions may be administered without written authorization from the parents and a member of the Collège des médecins du Québec. Parents may, if they wish, limit the period of validity for the authorization granted by indicating its duration in the space provided.

I hereby authorize

(name of day care centre)

to administer, in accordance with this Procedure, oral hydration solution sold under the following brand name:

(brand name)

Child's surname and first name

Period of validity of authorization

Parent's signature

Date

This Procedure was adapted from a Procedure drawn up by the Office des services de garde à l'enfance and reviewed by the Association des pédiatres du Québec. The information it contains reflects the current state of knowledge on the subject (1998).

SCHEDULE II

(s. 45, par. 4)

CONTENT OF FIRST-AID KIT

1 basic first-aid manual

1 pair of bandage scissors

1 pair of splinter forceps

12 safety pins

25 individually wrapped sterile adhesive bandages (25 mm by 75 mm)

25 sterile gauze compresses (102 mm by 102 mm)

8 rolls of sterile gauze bandage (4 rolls 50 mm by 9 m and 4 rolls 102 mm by 9 m)

6 triangular bandages

4 individually wrapped sterile bandage compresses

1 roll of adhesive tape (25 mm by 9 m)

25 individually wrapped antiseptic swabs

25 sterile adhesive bandages of various shapes and sizes

4 eye bandages

1 rectal thermometer and 1 oral thermometer

25 alcohol swabs".

39. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.

3120