

Kitchener Downtown Community Health Centre

Type of Policy:

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|---|---|
| <input type="checkbox"/> Administration (A) | <input checked="" type="checkbox"/> Client Services General (CG) |
| <input type="checkbox"/> Board of Directors (B) | <input type="checkbox"/> Client Services Programs (CP) |
| <input type="checkbox"/> Financial (F) | <input type="checkbox"/> Primary Care (PC) |
| <input type="checkbox"/> Human Resources (H) | <input type="checkbox"/> Acquired Brain Injury Program (ABI) |
| <input type="checkbox"/> Information Systems (I) | <input type="checkbox"/> Diabetes Education Program (DEP) |
| <input type="checkbox"/> KDCHC Governing Principles (K) | |
| <input type="checkbox"/> Occupational Health & Safety (S) | <input type="checkbox"/> Volunteers (V) |

Policy No.: CG0102

Title: Children Accompanying Adults to Primary Care Appointments

Policy

1. KDCHC wants to ensure the safety of children who accompany their care givers to Primary Care appointments Children under ten who come with adults to Primary Care appointments must be adequately supervised by their caregivers at all times.
2. KDCHC can, with notice, schedule supervised child care if a childcare provider is available It is assumed that children in KDCHC childcare will be healthy; sick children should remain at home or accompany caregivers to appointments. The KDCHC cannot guarantee that childcare will always be available when it is needed, even if pre-scheduled.
3. In the case of children under ten, caregivers must either:
 - a. Make child care arrangements and attend their appointments alone;
 - b. Bring the children into their appointments;
 - c. Schedule appointments if and when KDCHC volunteer childcare is available.
4. Children aged ten years and older are welcome to wait in the KDCHC reception area while their caregivers attend primary care appointments. Should a child or children become disruptive, or act inappropriately, they will immediately be taken to the exam room of their caregiver. The caregiver will either need to supervise the children in the exam room or end the appointment.

Procedure

5. Clients with children will be informed of this policy at Orientation appointments and at any time when they bring their children. Second floor reception staff and primary care staff will discuss this policy with clients as needed.

6. When clients that need child care are booking appointments, they should indicate to this to the Receptionist.
7. Children under ten may not be left unsupervised in the reception area. Primary care staff should remind caregivers to make the appropriate arrangements when booking future appointments.
8. Reception staff will call the appropriate exam room and notify caregivers of children ten and over who are not able to wait quietly in the reception area. They will be asked to take their children into the exam room and to make different arrangements for their children when booking future appointments.

Approved by: Eric Goldberg, Executive Director

Date: October 3, 2016
