



CAMP FIRE NORTH SHORE EXTENDED DAY PROGRAMS

2017-18
HEALTH CARE POLICY

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EMERGENCY TELEPHONE NUMBERS

Health Care Consultant

North Shore Medical Center

June Blake

781-599-4087

Fire Department, Emergency

911

Police Department, Emergency

911

Ambulance/Rescue

911

Poison Control Center

1-800-222-1222

Hospital – North Shore Medical – Union Hospital

781-581-9200

Lynn Police Alternate Emergency

781-592-7893

Lynn Police Business Line

781-595-2000

Lynn Fire Department Business Line

781-595-2000

Salem Police Department, Non-Emergency

978-744-1212

Salem Police Department Business Line

978-744-0171

Salem Fire Department, Non-Emergency

978-744-1235

Camp Fire Office (2 Cain Road, Salem, MA)

978-745-7200

Health Requirements: As part of the Registration packet, Camp Fire Extended Day School Programs will only admit a child if the parent signs a statement that immunizations, physical exam, and lead screening are on file at the child's school.

Camp Fire will ensure that all appropriate specific measures will be taken to ensure that the health requirements of children with disabilities are met.

Individual Health Care Plans: If an Individual Health Care Plan is needed for a child, it will be written by the Program Administrator, the parent, and the child's health care practitioner to best fit the child's needs. **A child's health care practitioner must sign off on all individual health care plans.** The health care practitioner must also give written permission to Camp Fire's Site Coordinator to allow a parent/guardian to train a staff member to properly implement the child's plan.

Reporting Abuse and Neglect: All Camp Fire staff are mandated reporters. They are required by law to report suspected abuse or neglect to either the Department of Children and Families or to the licensee's Program Administrator. Below are signs of child abuse and neglect. None of these signs alone usually mean abuse or neglect. It is usually a combination of signs. Child:

- Shows sudden changes in behavior or school performance;
- Has not received help for physical or medical problems brought to the parents' attention;
- Has learning problems that cannot be attributed to specific physical or psychological causes;
- Is always watchful, as though preparing for something bad to happen;
- Is overly compliant, an overachiever, or too responsible; or
- Comes to school early, stays late, and does not want to go home.

We consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes;
- Has fading bruises or other marks noticeable after an absence from program;
- Seems frightened of the parents and protests or cries when it is time to go home from program;
- Shrinks at the approach of adults; or
- Reports injury by a parent or another adult caregiver.

We consider the possibility of neglect when the child:

- Is frequently absent from program;
- Begs or steals food or money from classmates;
- Is consistently dirty and has severe body odor;
- Lacks sufficient clothing for the weather; or
- States there is no one at home to provide care.

The parent/guardian will be notified immediately of any allegation of abuse or neglect involving their child(ren) while in the care of the program and will be notified in writing within 48 hours.

Procedures for Emergencies and Illness: Camp Fire Extended Day Programs follow school emergency procedures for fires, lock-down, and shelter in place. Students have monthly fire drills to practice evacuating the building. In the event of a fire, the Site Coordinator will take the attendance sheet with him/her as children are evacuated in a quick, but calm and orderly fashion. The Site Coordinator will be responsible for making sure the entire group has been accounted for.

Parent Notification: Camp Fire will notify the parent(s) immediately of the emergency and agree on a course of action with the parent.

Method of Transportation: If a child has had an accident and must be taken to the hospital, Camp Fire staff will proceed directly by ambulance to the hospital designated by the parent. The parent would be notified to meet the staff person at the hospital. If no hospital is designated, Camp Fire will defer to the ambulance provider's decision.

Procedures When a Parent Cannot Be Reached: If parent(s) cannot be reached, staff will notify the emergency contact person in the child's records and call the physician shown on the child's Emergency Information Form. Camp Fire staff will stay with the child until the parent(s) arrive.

Emergency Procedures for Field Trips: All field trips must be well-organized and planned ahead of time. The method of transportation in case of an emergency from a field trip location is the same as above.

Safety Procedures for a Field Trip:

1. The Site Coordinator will obtain a signed authorization and consent form from the parent(s)/ guardian(s) of each child who will be in attendance on the trip.
2. At least one First Aid and CPR certified staff member will be on the field trip.
3. Staff will bring a first aid kit on the field trip.
4. The Site Coordinator will take the files of the children who will be participating in the field trip to the designated location in the event that a parent needed to be contacted in an emergency.
5. All emergency or life-saving medications, such as inhalers and epinephrine auto-injectors, will be brought for children who have them prescribed and have provided them to Camp Fire.
6. A Camp Fire site cell phone will be on the field trip in case of emergencies and for any necessary parent communication.
7. All children will carry a card containing the program's name, the Camp Fire cell phone number, the main office phone number, and address.

It is essential that you provide the program with a number where you can be reached should it become necessary. In addition, an alternate number is needed for someone who is willing to accept emergency responsibility for your child in the event that you cannot be reached. The program expects that if you are called in an emergency, you will come as soon as possible. You are also responsible for notifying us of any changes in these numbers.

First Aid Kit and Maintenance: Each site's first aid kit is clearly marked by a red first aid sign. The Site Coordinator will inspect kits monthly to be sure the kits are complete and report any items that need to be replenished to the Program Administrator. A list of the first aid kit contents will be kept inside the kit so that it may constantly be maintained. The First Aid kit will be available whenever and wherever children are in care. The kits will always be KEPT OUT OF THE REACH OF CHILDREN. All staff must be First Aid certified and trained to use the kits at the sites and on field trips. Whenever children go outside or on field trips, Site Coordinators bring the first aid kits with them.

Evacuation from the Center: A written plan for evacuation is posted in the Camp Fire room at each exit. Evacuation drills will be conducted monthly at each site at various times throughout the program's hours of operations. The Site Coordinator is responsible for documenting the date, time, and effectiveness of each drill. Each staff will have a certain responsibility during evacuation drills. The Site Coordinator, who will be the last to leave the building, will carry out the attendance sheet. The attendance sheet will contain a daily list of children and the date and the time the child departed from the program to keep an up-to-the-minute count of children in attendance at the time of the fire drill.

In the case of a true emergency evacuation and when circumstances allow, children's medications, the first aid kit, and all files will be taken with the group so staff can reach parents and alert them of the situation. Each program has an evacuation route and when possible, an alternate building in case it is not safe to return to the school.

Aborn: The Bethany Congregational Church at 410 Eastern Ave is the alternate building in the case of an emergency. The children and staff will exit Aborn School, walk to the front of the building and walk directly across the street.

Callahan: Classical High School, located at 235 O'Callaghan Way is the alternate building in case of emergency. Students would exit the school to O'Callaghan Way, turn left, and Classical High School is almost directly across the street.

Shoemaker: The First Church of Christ Congregational at 678 Lynnfield Street is the alternate building in the case of an emergency. The children and staff will exit Shoemaker, walk down Regina Road towards Lynnfield Street. Once at Lynnfield Street take a left and the Church is directly on the left.

Sisson and Pickering: The First Lutheran Church at 280 Broadway Street is the alternate building in the case of an emergency. The children and staff will exit the Pickering cafeteria through door in rear of building near the dumpster and baseball field, walk down driveway towards Broadway Street. Church is directly on the right where the driveway meets the Broadway (the main street).

Tracy: The Fallon School at 100 Robinson Street is the alternate building in case of an emergency. The children and staff will exit the Tracy School to Walnut Street, will turn right on Walnut Street, walk down the road and turn left on Robinson Street. The school will be on the right hand side.

Injury Plan:

Injury log: A central injury log for each site will be maintained and monitored by the Site Coordinator and the Program Administrator.

Incidents will be recorded in the injury log and when needed, a detailed Injury Report Form will be completed (including the date and time of the incident, a description of the injury, how the injury occurred, and any first aid administered). A copy of the form will be sent home to parents, a copy will be placed in the injury log, and the original Injury Report Form will be kept in the child's file.

Each site's injury log will be reviewed regularly and is a resource for helping the program spotlight and repair potential recurring hazards.

Notifying Parents of Injuries: The Site Coordinator or Program Administrator will inform parent/guardian(s) immediately of any injury which requires emergency care beyond minor first aid. Parent/guardian(s) will be notified in writing of any first aid administered to their child within 48 hours of the incident. The Department of Early Education and Care will be immediately notified of serious injury or death occurring while the child is in the care of the program.

For any minor first aid administered (such as a band aid or ice for a bump) or other incidents that are logged on the injury log, a slip will be given to the parent/guardian the same day to notify them of the incident. The parent/guardian will be asked to initial in the injury log, verifying they were notified.

Plan for Dispensing Medication: All medication administered at the Camp Fire program will be given to the child by the Site Coordinator and must be entered on a Medication Log Sheet, which is saved on file. Each Site Coordinator has EEC training on how to properly administer medications. Site Coordinators will be evaluated each year to make sure they are still trained adequately.

Please **DO NOT** send medication inside children's backpacks. Camp Fire cannot administer the first dose. All medication must be given directly to the Site Coordinator. Medication will be locked and stored out of reach from children.

Camp Fire must have an individual health care plan, signed by the child's physician, for any medications to be administered on-site.

The following procedures for medications must be followed:

1. All medications, both prescription and non-prescription medication, will be administered to a child **only with written consent by a physician and written parental authorization and indication that it is for that specific child.** This order will be valid for no more than one

year from the date it was originally signed or the end of the academic year, whichever comes first. Staff should call parents when administering non-prescription medication to ensure correct dosage for that SPECIFIC day. Parents will need to submit new written consent each academic year.

2. All medication will be kept **labeled in its original container with the child's name, the name of the drug, and the directions for administration and storage.** Over-the-counter medications must be in the original manufacturer's packaging. Staff must not administer any medication contrary to the directions on the original container, unless so authorized in writing.
3. Camp Fire will permit, with written parental consent and authorization of the physician: children who have asthma to carry their own inhalers and use them as needed, without the direct supervision of a staff member. Staff will be informed of students for whom this is applicable.
4. **All unused medications will be returned to parents when the child either leaves the program or the school year comes to an end.** If this is not possible, parent/guardian(s) will receive a call and/or a letter instructing them to pick up medications at the main office. If medications are not picked up by the parent, the Health Care Consultant will be called for instructions about how to properly dispose of them. The Program Administrator will record disposal/destruction in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.

Plan for Infectious Disease Management: The Program Administrator, in conjunction with the Health Care Consultant, shall determine when a child needs to be excluded from the program to prevent the spread of infectious disease.

Criteria for Exclusion from the Program: It is our policy to call a parent and request that a child be taken home from the program if:

1. The child has had an accident and is not recovering to the satisfaction of the Program Administrator.
2. The child is vomiting or has serious diarrhea, high fever, impetigo, conjunctivitis, strep throat, tuberculosis, ringworm, parasites, head lice, scabies, chicken pox, etc. and is not taking antibiotics and being treated.

While waiting for the parents or emergency contact to arrive to pick up the child, the child will be provided a place to rest in a quiet, supervised area.

The child may return to the program when he or she is no longer contagious, his/her temperature has returned to normal for 24 hours, he/she has been taking antibiotics for at least 24 hours, and when the child is feeling well enough to participate in usual program activities.

Parents needing to leave a message regarding their child prior to the center opening may call the Camp Fire Office at 978-745-7200 or leave a voice message at your child's site.

<u>Aborn:</u>	781-771-4122
<u>Bentley Academy Charter:</u>	781-732-0346
<u>Brickett:</u>	781-771-5245
<u>Callahan:</u>	781-732-0349
<u>Harrington:</u>	781-771-5649
<u>Shoemaker:</u>	781-771-9220
<u>Sisson & Pickering:</u>	781-771-6309
<u>Tracy:</u>	781-771-5490

If your child does not attend school due to illness, he/she should not attend the Camp Fire Extended Day School Programs that day.

Communicable Disease Notification: The Program Administrator and Health Care Consultant will develop immediate written correspondence to notify parents as well as appropriate local health care facilities with regards to the communicable disease. All pertinent information concerning the disease will be thoroughly covered in the correspondence.

Plan for Infection Control:

Handwashing Procedures for Staff and Children

- Use warm water and liquid soap.
- Rub hands together for at least thirty seconds including:
 - Backs of hands
 - Between fingers
 - Under fingernails
- Rinse well under running water.
- Dry hands with paper towel.
- Turn off the faucet with paper towel BEFORE throwing away into a lined, covered can.

Illustrations will be placed in bathrooms and staff will monitor hand washing. Staff are required to wash before starting work and before and after many activities at the site, including before and after snack and before and after administering first aid and medications. Children are required to wash hands after outdoor play, after toileting, before eating, after touching animals, and always when they need to or are asked to by site staff for proper hygiene.

Tooth Brushing Policy: On half days when children are in care more than six hours, they will be offered a time to brush teeth. We have a limited supply of pre-pasted toothbrushes. This will help provide proper oral health.

Cleaning and Room Disinfection Procedures: Camp Fire staff are responsible for keeping the program's room clean and disinfected. All tables and chairs, equipment and surfaces, will be wiped down daily with a disinfectant solution of one part bleach, 10 parts water before children come down. The school Custodian will disinfect the bathrooms and wash and/or vacuum the floors daily.

ALL CLEANING SUPPLIES AND DISINFECTANTS SHALL BE KEPT IN A SECURE AREA AND OUT OF THE REACH OF CHILDREN!

Meeting the Needs of Mildly Ill Children While at the Program: If a child becomes mildly ill while at the program, the Site Coordinator will contact the parent(s) in regards to the child's symptoms and work out a solution. A mat will be available in a quiet, supervised area in the Camp Fire space for the child to rest until a parent or other authorized person can pick up the child. The parent may choose to:

- Come as soon as possible
- Authorize someone on the Emergency Contact list for pick-up
- Allow the child to rest and call back within the hour to recheck the condition

Camp Fire staff will make the child as comfortable as possible until the child can be picked up. If a parent cannot be reached and staff feel that the child must be picked up within an hour, staff will call individuals listed on the Emergency Contact paperwork.

Meeting Children's Specific Health Care Needs: Staff members will familiarize themselves with children's records, including known allergies and/or other health needs reported on the registration forms. An allergy/emergency medical condition list will be conspicuously posted at all site, including reactions to allergens and appropriate treatments. A cover sheet will be placed over the allergy list to maintain confidentiality.

Preventive Measures:

- Each site will be cleaned and disinfected daily.
- There will be sufficient space for the number of children and staff in the room.
- Correct sneezing and coughing technique will be modeled.
- Proper hand washing by staff and children will be enforced.
- Food allergies will be monitored and families will be notified if a specific food is not allowed at the program.
- Topical non-prescription ointments such as sunscreen, petroleum jelly, etc. may be administered to a child only with written authorization by parent and physician.