



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Y'S KIDS ENRICHMENT BEFORE & AFTER SCHOOL Health Care Plan

Emergency Phone Numbers

Fire Police Ambulance	911
National Poison Center	1-800-222-1222
Nurse Consultant, Donna Gustin	360-305-1795
Child Protective Services	1-866-829-2153
	1-800-562-5624 After Hours
Animal Control	360-733-2080
Communicable Disease Report Line	360-778-6150
Immunization Information	360-778-6100
Bellingham Y Activity Center	360-733-8630
Ferndale Y Activity Center	360-380-4911
Lynden Y Activity Center	360-354-5000
St. Joseph Hospital Main Campus	360-734-5400
DCFS Licensor, Gloria Trinidad	360-714-4124
DCFS Health Specialist	206-760-2027

Purpose and Use of Health Policy

This health policy is a description of the Before and After School Enrichment and Y's Kids health and safety practices. Our policy was prepared by the Director of Family Enrichment. Staff will be oriented to this policy by the Associate Director and/or Program Supervisor.

This policy is accessible to staff and parents and is located in the Licensing Manual at each school/camp location. This health policy does not replace these additional policies required by WAC:

1. Pesticide Policy
2. Blood borne Pathogen Policy
3. Behavior Policy
4. Disaster Policy

The above policies can be found in the Parent Information Handbook and/or the Parent Handbook Supplemental located at each school site and on our website @ whatcomymca.org

Medical Emergencies

1. Minor Emergency – (ex: cuts, bruises, bumps, illnesses)
 - Staff trained in first aid will take appropriate steps and will notify both the parent and the YMCA as soon as possible.
 - Non-porous gloves are always used when blood or wound drainage is present.
 - Recommend to parent to follow-up with doctor visit.
 - Fully complete the accident report and turn in to Program Supervisor by 12:00 pm the following day. A copy of completed form will be given to parent and filed on site. The form used will be the 10.9.2.7 Injury/Incident Report suggested by DCYF. See copy at end of this Policy.
 - In case of a head injury without loss of consciousness or bleeding, staff will notify parents and the YMCA as soon as possible and monitor for signs of concussion. Signs of concussion include: confusion; difficulty in walking, speaking or balancing; pale and sweaty skin; severe headache; blurred vision; nausea or vomiting. The student will not be allowed to participate in physical activities if there is reason to suspect concussion. Staff will recommend that parents seek follow up medical attention and request that parents inform us if the child sees a physician due to the injury.
2. Life-threatening Emergency – (ex: loss of breathing, consciousness, excessive bleeding, broken bones)
 - One person takes charge and assigns someone to call 911 and take the other children away from the incident.
 - Staff stays with injured/ill child including transport to a hospital until parent arrives. Staff will contact Program Supervisor for replacement staff.
 - Notify YMCA of situation as soon as possible. The YMCA will notify parents.
 - Administer appropriate first aid and DO NOT MOVE the victim (unless location jeopardizes the safety of the victim).
 - If transporting to local hospital, the child's forms must be taken also. (Paramedic or Ambulance only!)
 - Complete accident report with all proper documentation as necessary. Turn in to Program Director by noon the following day.
 - Serious injury or hospitalization will be reported to the Child Care Licensor and Child Protective Services.
3. Emergency Procedures If Parents Cannot Be Contacted:
4. Emergency will be assessed as Minor or Life threatening and proceed as stated above. Emergency phone numbers from child's Medical Forms will be contacted. Continue to try to contact parents. YMCA staff can do this.

First Aid

All Before and After School Sites will be equipped with a first aid kit that includes, plastic gloves and Band Aid material. Each kit contains a list of supplies stored in that kit. These kits are kept out of reach of the children and will accompany the children on all field trips. Site Coordinators are responsible for maintaining First Aid supplies at their designated site. Kits will be replenished as needed when supplies are used. YMCA vans contain their own first aid kits. Each kit contains the following:

- Roller Bandages
- Large Triangular Bandages
- Gloves(Nitrile, Vinyl or Latex)
- Tweezers for Surface Splinters
- First Aid Guide
- Sterile Gauze Pads of varying size
- Small Scissors
- Adhesive Tape
- Band –Aids of varying size
- CPR Mouth Barrier
- Disposable Ice Packs Disposable

Health Records

Updated records will be maintained on all children in care. Original forms will be filed at the YMCA and copies filed at each off-site location. Forms include: Registration Form, Registration/Emergency/Consent (REC) Form and Certificate of Immunization. These forms include but are not limited to information regarding allergy and food intolerances, a list of current medications (if given during program hours), any assistive devices used, name of health care provider and dentist. Individual care plan may be requested for the special health needs. In the case of special health needs, the Y's Kids Enrichment Health Plan, signed by the parent and physician, will be required. See copy at end of this Policy.

Immunizations

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. (Other forms/printouts are not accepted in place of the CIS form.) The CIS form is returned to parent/guardian when the child leaves the program. If a parent or guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption Form.

Immunization records are reviewed upon admission and annually thereafter.

A current list of exempted children is maintained at all times.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

Current immunization information and schedules are available at

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-295-SchoollmmReqforParents2018-2019.pdf>

Illness

1. Staffs are required to do a health assessment of each child as they enter the childcare setting.
2. Children will not be permitted to remain at the school site with any of the following conditions:
 - Vomiting more than 2 times in 24 hours
 - Diarrhea (3 or more watery stools in 24 hours not explained by dietary change or any blood in the stool)
 - Rash with fever or itching
 - Open or draining sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
 - Eye discharge/pink eye
 - Lice or Nits
 - Scabies
 - Fatigue that prevents child from participating in regular activities.
 - Suspected fever of 100 degrees or more with sore throat, rash, vomiting or diarrhea
3. If staffs become aware of children in their care having a reportable communicable disease, they are required to report the illness to the Program Supervisor or Director of Child Care who will in turn contact the Whatcom County Health Department at 360-778-6150, or after hours, 360-715-2588. The YMCA will refer to the list of Notifiable Conditions available at <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/NotifiableConditions>
4. When a child in our care is identified with a chronic health condition or a life threatening medical condition, then together with the parent and the health professional (as needed), an individual plan of care will be developed. It shall include specific signs and symptoms for staff to be aware of and medical procedures and/or medications to be given. Training for staff will be done by the parent, physician or trained medical representative and will be documented and updated on annual basis by parent and health care professional. The plan will also be reviewed and initialed quarterly, by parent.

Care of Minor Illnesses

1. Children who show symptoms of illness be separated from others and cared for until parents can pick them up.
2. Parent will be notified and asked to pick up as soon as possible.
3. Illness will be recorded on the Accident Log located on site in designated storage area.
4. Any communicable diseases will be reported to the YMCA Program Supervisor and/or Director of Child Care, who will take the appropriate steps as needed.

Medication Management

1. Medications, prescription and non-prescription, shall be given only with written approval of a parent, person, doctor, or agency that has authority by court order to approve medical care. A current YMCA medication form must be completely filled out with specific instructions for administration of medication. Medications must be provided in the original pharmacy container, labeled with child's full name.
2. Prescription medications will be given only as specified by prescription label or as authorized in writing. They will be in original containers.
3. The following types of non-prescription medications, with written parent permission, shall be given as specified on the label for age and weight of the child needing the medication.
 - Antihistamines
 - Non-aspirin fever reducers/pain relievers
 - Non-narcotic cough suppressants
 - Decongestants
 - Anti-itching ointments/lotions
 - Sunscreen
4. Medications will be stored at the site out of reach of the children. Unused medications will be sent home with parent. Medications will be recorded on the appropriate form and kept in the Site Notebook.
5. Rescue medication (i.e., EpiPen® or inhaler) is stored in YMCA First Aid kit located in each school site cabinet while the children are inside or with the staff when outside or off site.

Medication Administration Procedure

Medication is administered by staff trained in medication administration. State training on medication administration will be required for staffs who oversee a child needing to self-administer.

The following procedure is followed each time a medication is administered:

1. Wash hands before preparing medications.
2. Carefully read all relevant instructions, including labels on medications, noting:
 - Child's name,
 - Name of the medication,
 - Reason for the medication,
 - Dosage,
 - Method of administration,
 - Frequency,
 - Duration (start and stop dates),
 - Any possible side effects, and
 - Any special instructions

Information on the label must be consistent with the individual medication form. Substitutions will not be made.

3. Prepare medication on a clean surface area.
 - Do not add medication to child's food without health care provider's written consent.
 - For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups with measurements provided by the parent/guardian (not table service spoons).
 - For capsules/pills, measure medication into a paper cup.
 - For bulk medication*, dispense in a sanitary manner.
4. Administer medication.
5. Wash hands after administering medication.
6. Observe the child for side effects of medication and document on the child's medication authorization form.

Medication Documentation

1. The parent/guardian of each child requiring medication involving special procedures (e.g., nebulizer, inhaler, EpiPen®) trains staff on those procedures. A record of trained staff is maintained on/with the medication authorization form.
2. Staff giving medication documents the time, date, and dosage of the medication given on the child's medication authorization form. Each staff member initials each time a medication is given and signs full signature once at the bottom of the page.
3. Any observed side effects are documented by staff on the child's medication authorization form and reported to parent/guardian. Notification is documented.
4. If a medication is not given, a written explanation is provided on authorization form.
5. Outdated medication authorization forms are promptly removed from the classroom and stored in the Director's office.
6. All information related to medication authorization and documentation is considered confidential and is stored out of general view.

Child Self Administration

A school-aged child is allowed to administer his/her own medication when the above requirements are met and:

1. A written statement from the child's health care provider and parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.
2. The child's medications and supplies are inaccessible to other children.
3. Staffs supervise and document each self-administration.

Children With Special Needs

Our program is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit. The Whatcom Family YMCA will work with families to make a reasonable effort to accommodate the special physical or mental needs of your child. This will be done on a case to case basis and in accordance with DCYF Licensing Standards and the Whatcom Family YMCA Child Abuse Prevention Policy. In some circumstances, a one on one aide may be required.

Staff receives general training on working with a child's special needs from the child's elementary school community and parents on a case to case basis.

1. Site Coordinators, Program Supervisors, snack prep staff and other staff will be oriented to any special needs or diet restrictions by the Director.

Staff Health

1. All staff must provide documentation of tuberculin skin tests
2. Prior to employment, this documentation will be kept on file at the YMCA.
3. Staffs that have a communicable disease are expected to remain home to protect their health, the children and co-workers.

Hand Washing

1. Staff will wash hands with liquid soap and water between 85 and 120 degrees Fahrenheit. Staff will use single-use paper towels.
 - Upon arrival and when leaving the site at the end of the day.
 - After coming in contact with any body fluids (stool, urine, blood, mucus)
 - Before food preparation and serving and before & after giving medication
 - After attending to a child who is ill or showing symptoms of illness
 - After being outdoors
 - After administering first aid
 - Before eating
 - After toileting
 - Before leaving the site
2. Children will be directed to wash hands:
 - Before arrival to the site
 - After toileting
 - Before and after eating or cooking activities
 - After coming in contact with bodily fluids (stool, urine, blood, mucus) and when visibly soiled
 - After playing outside.
 - It will be recommended that parents take children to wash their hands upon pick up and before leaving the school site.

General Hygiene Practice

The individual schools manage the general cleaning of the facilities used.

Food Sanitation

1. Food Handler permits are required of all staff.
2. Staff or children who are ill are not allowed to prepare or serve snacks.
3. Gloves are worn or utensils will be used to assure that there will be no direct contact with food served.
4. Employees preparing snack will assure that hair is restrained with ponytail holders or tight braids.
5. Chemicals and cleaning supplies will be stored in an area separate from food prep or storage.
6. Tabletops where children eat will be properly sanitized before and after snacks are served.
7. Leftover foods will be covered, stored in a refrigerator (if needed) or stored in an appropriate sealed container.
8. Eating surfaces in the Bellingham and Ferndale School Districts will be cleaned before and after use with soapy water followed by water and then sanitize by Sustainable Earth Sanitizer 66 (See 3 Step Sanitizing Procedure attached). St. Paul's Academy will use soapy water, water and bleach solution. Food preparation utensils will be cleaned and sanitized after each use (clean with soap and water then spray with sanitizing solution – air dry). Material Safety Data Sheets attached. All bleach solutions will be prepared according to the new bleach concentration guidelines effective. See inserted table below adapted from WA DOH Guidelines for Mixing Bleach Solutions, 9/2014)

Guidelines for Mixing Bleach

FIRST: Check the label on your bottle of bleach for the sodium hypochlorite concentration, for example: 8.25%, 5.25 -6% or 2.75%

NEXT: Find the correct bleach concentration on the chart below.

Guidelines for Mixing Bleach

Bleach Concentration of 8.25%

Solution for disinfecting	Amount of Bleach	Amount of Water	Contact time
Body fluids, General Areas, Bathrooms and Diapering	1 ½ teaspoons	1 Quart	2 minutes
	2 Tablespoons	1 Gallon	

Bleach Concentration of 5.25% - 6.25%

Solution for disinfecting	Amount of Bleach	Amount of Water	Contact time
Body fluids, General Areas, Bathrooms and Diapering	2 ¼ teaspoons	1 Quart	2 minutes
	3 Tablespoons	1 Gallon	

Bleach Concentration of 2.75%

Solution for disinfecting	Amount of Bleach	Amount of Water	Contact time
Body fluids, General Areas, Bathrooms and Diapering	1 ½ Tablespoons	1 Quart	2 minutes
	1/3 Cup <i>plus</i> 1 Tablespoon	1 Gallon	

Sanitizing with 8.25 %, 5.25%-6.25% or 2.75%

Solution for sanitizing in Classrooms, Kitchen and Food surfaces	Amount of Bleach	Amount of Water	Contact time
8.25%	1/4 teaspoon	1 quart	2 minutes
	1 teaspoon	1 gallon	2 minutes
5.25-6.25%	½ teaspoon	1 quart	2 minutes
	2 teaspoons	1 gallon	2 minutes
2.75%	1 teaspoon	1 quart	2 minutes
	1 Tablespoon	1 gallon	2 minutes

(Adapted from WA DOH Guidelines for Mixing Bleach Solutions, 9/2014)

Nutrition

1. The YMCA staff will prepare a 2 week rotating snack menu, and a copy will be available at each off-site location.
2. Food allergies will be noted in child's records.
3. Snack will contain a minimum of 2 of the following:
 - Dairy product
 - Meat or Meat Alternative
 - Grains or Bread
 - Fruit or vegetable
4. Children in after school programs receive an afternoon snack. Those attending all day programs or camps receive a snack in the morning and afternoon.
5. Staff are required to maintain a current Food Handlers Permit.

Injury Prevention

1. Each Site Director will survey facility to check for safety hazards daily.
2. Fire drills will be done once a month and recorded at each site.
3. Monthly Health and Safety Reviews completed by staff.
4. Staff members will be current on CPR and First Aid.

Child Abuse

1. Suspected child abuse will be reported to the Director of Child Care.
2. Signs of child abuse will be documented on an Accident Report with an explanation and returned to the Director of Child Care.
3. The Director of Child Care will initiate any appropriate action as defined on the YMCA Child Abuse Prevention Policy.
4. Staffs are trained on identifying and reporting child abuse/neglect.
5. Documentation of all reports are kept confidentially in the Director's office

**Whatcom Family YMCA ,
Before and After School Enrichment
Health Policy Review 2019-2021**

This program's health policies have been reviewed as complete. The signing of this document does not imply observation of procedures in practice, nor the quality of the program. I have reviewed these policies and they appear to meet minimum licensing requirements developed by the Washington State Department of Children, Youth and Families for child care facilities certified by them.

Review Date: Jan 2, 2019

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