

**Longmeadow Parks & Recreation
Health Care Policy
Section 430.159
Summer Day Camps**

Healthcare Consultant:

Dr. Robert Leavitt - 413-525-1870
Pediatric Services of Springfield
250 North Main Street, Suite 101
East Longmeadow, MA 01028

Health Supervisor:

Scott Lettre, Cristina Judd,

LPRD Contact:

Scott Lettre
Phone: 413-565-4163
Camp Coordinator: Scott Lettre

Emergency Phone Numbers:

Fire- 911
Police- 911
Rescue/Ambulance- 911
Poison Prevention Center- 1-800-682-9211
Board of Health- 413-565-4140

Hospital(s) utilized for emergencies:

Baystate Medical Center, 413-784-0000
759 Chestnut Street Springfield MA 01199

Mercy Hospital, 413-748-9000
299 Carew Street Springfield MA 01199

1. Written Health Records:

Copies of immunization record, health history and physical conducted within the last 18 months are required to be on file for each camper and each staff person prior to the start of Camp.

Parents give written authorization for emergency medical care on the program registration form at the time of sign-up, and the Camp Coordinator will have copies of registration forms on-site at activities.

2. Role of Health Care Supervisor

The Health Care Supervisor is responsible for the daily operations of the health component of camp.

3. Emergency Procedures if parent cannot be contacted:

The Camp Coordinator will notify an emergency contact person who is listed by the parent on the participant's registration form and camp roster.

4. Emergency Procedures when off the premises:

Camp roster containing parent/emergency contact information and the Health Care Policy will accompany participants and staff to the pool daily.

5. Procedure for First Aid:

In the event that first aid is needed, the Health Care Supervisor will make the application.

Contents of First Aid Kits- Required Supplies in ANSI/ISEA Z308.1-2015

Class A First Aid Kit

- *16 Adhesive Bandages, 1"x3"
- *1 Adhesive Tape 2.5 yd
- *10- Antibiotic Treatment Application, 1/57oz
- *10 Antiseptic Applications 1/57oz
- *1 Breathing Barrier
- * 1 Burn Dressing, gel soaked, 4"x 4"
- * 10 Burn Treatment 1/32oz
- * 1 Cold Pack
- * 2 Eye Covering
- * 1 Eye Wash, 1 oz
- * 1 First Aid Guide
- * 6 Hand Sanitizer, 0.9g
- * 2 Pair exam gloves
- * 1 roller bandage, 2"x 4 yds
- * 1 Scissors
- * 2 Sterile Pads, 3" x 3"
- *2 Trauma Pads, 5" x 9"
- * 1 Triangular Bandage, 40" x 40" x 56"

Class B First Aid Kit

- * 50 Adhesive Bandages, 1"x3"
- * 2 Adhesive Tape 2.5 yd
- *25 Antibiotic Treatment Application 1/57oz
- *50 Antiseptic Applications 1/57oz
- * 1 Breathing Barrier
- * 2 Burn Dressing, gel soaked, 4"x 4"
- * 25 Burn Treatment 1/32oz
- * 2 Cold Pack
- * 2 Eye Covering
- * 1 Eye wash 4oz
- * 1 First Aid Guide
- * 10 Hand Sanitizer, 0.9g
- * 4 Pair Exam gloves
- * 2 roller bandage, 2"x 4 yds
- *1 Roller Bandage 4" x 4 yds
- *1 Scissor
- * 1 Splint, min 4" x 24"
- * 4 Sterile Pad, 3" x 3"
- *1 Tourniquet
- *4 Trauma Pad, 5"x9"
- * 2 Triangular Bandage, 40"x40"x56"

6. Plan for Injury Prevention and Management:

Each day, before participants arrive, Camp Staff will survey the Camp area for hazards and items, which need to be repaired. They will remove hazards and notify the Assistant Director of Parks and Recreation of any needed repairs.

7. Procedures for maintaining and monitoring a Medical Log:

The Camp Coordinator will maintain a medical log containing records of all camper and staff health complaints and treatments. The log will list the date and time, name of camper or staff, the complaint and the treatment for each incident. The medical log will be kept with the Camp Coordinator and signed by the Health Care Supervisor. Camp Coordinator will also document on the daily attendance a record of any illness or absences which will be shared with the Assistant Director of Parks and Recreation who will notify Board of Health of any recurring illnesses.

8. Procedure for storage of prescribed medication

All medications will be kept in a locked box in the Day Camp Coordinator's office at Greenwood Center. The Health Care Coordinator has received a list of all medications administered during Day Camps. If a child refuses to take the prescribed medication, the parent will be called. Any adverse reactions to medications will be documented in the medication log. These records are confidential and for staff use only. Medication prescribed for campers will be kept in a locked storage container in the possession of the Health Care Supervisor. Prescribed medication for campers will be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacists initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers will be kept in the original containers with the original labels and include the directions for use. When no longer needed, the Camp Coordinator will return all prescribed medications to the parent or guardian.

9. Procedures for administering prescription medications:

Parents will be encouraged to administer all prescription medication before the child arrives each day. Medication will only be administered by the Health Care Supervisor. An epinephrine auto-injector will be administered by the Health Care Supervisor only if the camper has a life threatening allergic reaction. Written approval from camper's parent/guardian and the health care consultant will be on file for camper who is capable of self-administration and who may carry and self-administer an epinephrine auto-injector. Diabetic Campers requiring their blood sugar to be monitored or requiring insulin injections will have written approval from their parent/guardian and the Health Care Consultant stating that they are capable and allowed to self-monitor and/or self-inject themselves. The Health Care Supervisor who is properly trained will be present during any blood monitoring activities such as insulin pump calibration or self-injection. Prescribed medication for campers brought from home will only be administered if it is from the original container and parents have completed the written permission form required.

10. Procedures for emergency care if required beyond first aid:

The Camp Coordinator will refer to the camp roster form and contact in this order, parents, emergency contacts. Call Longmeadow Parks & Rec main office where physical, health history and immunization records are on file. Obtain ambulance service if deemed necessary with authorization from parent, child's physician, or camp health care consultant. The Health Care Supervisor will be on hand to assist with any medical concern/situation. Camp Coordinator or Assistant Director of Parks and Recreation will accompany the child to the hospital. All incidences of injury and treatment will be properly documented using the MDPH form, logged properly and reported to the Longmeadow Board of Health.

First Aid- Minor

1. Extended Day Group Leaders or Assistant Group Leaders will give the child first aid
2. Extended Day Group Leaders or Assistant Group Leaders will make the Director of School Age Services aware
3. Extended Day Group Leaders or Assistant Group Leaders that provided first aid will complete the required injury form
4. Director of School Age Services will record the injury/incident in the injury/incident log
5. Director of School Age Services or Extended Day Group Leaders will inform the child's parent/caregiver at pick up
6. The Director of School Age Services will provide parents/caregivers with a written injury report of the first aid given within 24 hours.

First Aid Major

1. Extended Day Group Leaders or Director of School Age Services will call 911
2. Extended Day Group Leaders will make the Director of School Age Services aware of the injury/incident
3. Extended Day Group Leaders will take immediate action to help the child while waiting for Emergency Services to arrive
4. Extended Day Group Leaders and Assistant Group Leaders will clear the room of children and staff
5. The Director of School Age Services will contact the child's parents/caregiver via phone call
6. The Director of School Age Services will make the Assistant Director and Director of Parks & Recreation aware of the injury/incident if not on site
7. The Director of School Age Services or Assistant Director of Parks & Recreation will accompany the child to the hospital until a parent/caregiver has arrived.
8. The Director of School Age Services will complete the program's incident and injury log with the details of the injury/incident
9. The Director of School Age Services will inform parents/caregiver in writing within 24 hours of the situation

Written documentation of the incident must be completed and submitted to The Department of Early Education and Care within 24 hours of the incident.

11. Procedures for informing Board of Health of any injuries and communicable diseases:

Health Care Supervisors will turn in injury reports to the Assistant Director of Parks and Recreation on a daily basis. The Assistant Director of Parks and Recreation will send copies of

injury reports to the Board of Health. Unit Leaders will note all absences and reasons for absence on a daily attendance sheet. At the end of Camp, Unit Leaders will turn in the attendance sheet to the Camp Coordinator. The Camp Coordinator will notify the Assistant Director of Parks and Recreation, who will notify Board of Health of any recurring illnesses including, but not limited to, diarrhea, vomiting fever, rashes, sore throats, and jaundice.

12. Procedures for informing Parents when first aid is administered:

All injuries and instances of first aid will be documented on an MDPH injury report form. A copy of this form will be given to the parents within 24 hours of injury.

13. Procedure for any ill Participant:

Plan for infection control and monitoring hand washing procedures for Staff and participants: Staff and participants will wash their hands with soap using running water and friction before eating, after toileting, and after coming in contact with bodily fluids and discharges. If a camper is considered ill with a temperature, he/she will be removed from the activity and isolated from the other participants. If illness persists, the Camp Coordinator will contact a parent or emergency contact to pick the participant up.

14. Procedures for the cleanup of blood spills & other bodily fluids:

Using medical gloves, the affected area will be wiped up using a disposable towel. If the spill occurs inside, the area will be disinfected with bleach and water. Gloves and towels will be placed in a plastic bag, sealed and then placed in another plastic bag and sealed before disposing. Staff will wash their hands thoroughly afterward.

15. Allergies/ Emergency Medical Information:

The Health Care Supervisor will review all participant registration forms prior to the beginning of each Camp session. The Health Care Supervisor will make Staff aware of any health problems or allergies of concern to the Camp situation.

16. Policy for use of sunscreen and insect repellents:

Parents of campers will be strongly urged to provide their choice of sun protection product and insect repellent. Parents will clearly label each product with their child's full name and product will be used on that child only. Parents are also encouraged to pack protective clothing such as hats, visors, etc. Written authorization from parent/guardian will be on file for each camper authorizing staff assisted or self-application of sunblock and insect repellent every two hours. Campers under the age of 7 will be assisted by camp staff with application of both sunscreen and insect repellent. Camp staff will remind and supervise the self-application of sunblock and insect repellent for campers ages 7 and up.

18. Protocol for Tick Check

In an effort to increase awareness of Lyme disease, the Department of Public Health asks all parents to conduct daily "tick checks" to help prevent infection.

19. Background Checks:

All volunteers and camp staff will receive a CORI, Juvenile Report and SORI check from the state of Massachusetts. These are completed through the Town of Longmeadow's Human Resource Department.

20. Exclusion Policy for Serious Illnesses, Contagious Diseases, Reportable Diseases to Health Department:

Any participant with a serious illness or contagious disease will remain in a quiet designated area within the camp facility until the parent or emergency contact is able to pick up. The Assistant Director of Parks and Recreation will report all reportable diseases to the Longmeadow Board of Health Department. The Board of Health will inform the Assistant Director of Parks and Recreation of any required isolation period during which the participant will be excluded from participation in Camp activities.