

Southborough Extended Day Program, Inc Health Care Policy

Site Locations:

Finn School (grades PreK, Kindergarten & 1)

60 Richards Rd

Southborough MA 01772

508-481-9353

Program located in Room 21 – enter through blue door #10, on left of building

Woodward School (grades 2 & 3)

28 Cordaville Rd

Southborough MA 01772

508-481-4701

Program located in Room 183– enter through side doors on the left side of building

Neary School (grades 4-8)

53 Parkerville Rd

Southborough MA 01772

508-480-8214

Program located in the cafeteria – drive around the left side of the building to the rear, enter directly into the cafeteria

Emergency Back-Up:

Karen Isaacson, Executive Director

Office: 508-481-9353

Health Care Consultant:

SEDP uses the services of health care consultant to develop our health care policies and approve our health and safety training and procedures. The consultant provides general advice about appropriate health care practices, but does not examine children at the program, diagnose illness or provide individual health recommendations.

SEDP's health care consultant is:

Name: Dale Burgess, RN, MSN

Address: 19 Strawberry Hill Rd, Southborough MA 01772

Phone Number: 508-485-3176 x107

Other important phone numbers (also posted near each phone)

Fire Department – 911

Police Department – 911

Ambulance – 911

Southborough Board of Health – 508-481-3013

Poison Control: 1-800-222-1222

Nearest health care facility:

Metrowest Medical Center, Framingham – 508-383-1000

Marlborough Hospital -508-481-5000

Illness Policy:

SEDP follows the same illness procedures as the Southborough Public Schools. Children excluded from school due to illness must also be excluded from extended day. Parents will be contacted if their child begins exhibiting symptoms of illness while at extended day. Parents must pick up their child/keep their child home if any of the following symptoms are present:

- Fever of over 100 degrees
- Vomiting or Diarrhea within the last 12 hours
- Contagious illness such as strep throat, conjunctivitis, chicken pox, impetigo
- An active case of head lice
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- Other signs of serious illness including unusual lethargy, irritability, persistent crying or difficulty breathing.

Parents may also be asked to pick up their child in the following circumstances:

- Illness prevents the child from participating in the program activities or resting comfortably
- Illness results in greater care need than the staff can provide without compromising the health and safety of the other children

Children with symptoms of a mild illness, such as a cold without fever, may remain at the program if they feel well enough to participate. SEDP staff will make provisions and accommodations to keep children comfortable if they have a mild illness or are waiting to be picked up after getting sick at the program. We will provide food and drink as appropriate, a place for quiet activity, and the choice to remain inside if not feeling well enough for active play outdoors.

Procedures for medical emergencies

First Aid and Transportation to the Hospital

- In the case of an emergency or illness (such as a seizure, serious fall, serious cut, etc), the Site Coordinator will administer emergency first aid, while the group leaders take the rest of the children to another area or room.
- All staff will respond in a calm and reasonable manner
- A staff member will contact the Executive Director who will assist and/or assign other staff members to the site if assistance is required.
- The Site Coordinator or Director will contact the parent to come and pick up the child, or if response time is a factor, to have the parent meet the child and staff member at the emergency room
- In the event the situation is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The Site Coordinator or other designated staff member will accompany the child in the ambulance. The child's file will be taken, including permission forms and any pertinent insurance information on file.
- If the parent comes to pick up the child and needs assistance, the Site Coordinator may offer to drive to the hospital or to accompany the parent and child to the hospital.

- If the emergency is not life threatening, but the parent is not able to arrive at the program in a reasonable amount of time, the child will be transported to the hospital by program staff. One staff member will drive and another will accompany the child for comfort. The child will be properly restrained with a seat belt and will not be carried on the staff person's lap.
- When parents cannot be reached, those listed as emergency contacts will be called. In the event that a parent cannot be reached immediately, a designated staff member will continue to attempt to contact the parent while other staff members accompany the child to the hospital as listed above.

Emergencies while on a field trip:

- The following preventative measures will be taken
 - The Executive Director (if not attending) will designate one Site Coordinator to be in charge of the trip, and all attending staff will know who is in charge.
 - The person in charge will carry a working cell phone which will be provided by the program if that person does not have or wish to use a personal phone
 - A first aid kit will be taken in all vehicles on all field trips
 - Emergency information for each child, including contacts and telephone numbers, will be taken on all field trips
- If an accident or acute illness occurs while on a field trip, the person in charge will assess the situation, and give first aid as needed. This person will determine the urgency and method of transportation for the child to receive medical treatment. If necessary, an ambulance will be called.
- The Executive Director will be contacted by the person in charge as soon as possible and be informed of the nature and extent of the injury and the proposed plan of action.
- The program will immediately report, by phone, to the Department of Early Education and Care any injury that occurs during program hours that requires emergency medical treatment or hospitalization. The program will also submit a written report of the injury to EEC within 3 business days.

Medication Administration:

Medication may only be administered by those staff members who have completed training in Medication Administration procedures in accordance with EEC licensing requirements. The Executive Director, the Site Coordinators and group leaders will participate in this training annually and demonstrate competency in the administration of medication before being authorized to administer medication.

SEDP staff members meeting the training requirements are able to administer medications only if the following conditions are met:

All Medication:

- Parents must provide all medication
- The medication must be dropped off at extended day by a parent. Children may not carry their own medication. Medication must never be sent in a child's back-pack or lunch box.
- The first dose of any medication must be administered by a parent, outside of program hours to provide the parent sufficient time to observe adverse reactions. SEDP staff may not administer the first dose of any new medication.
- SEDP may not administer any medication contrary to the instructions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- Each time medication is administered by SEDP, the staff member will document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication.
- Unused medication will be returned to the parent. If the family has left the program and it is impractical to return the medication, it will be destroyed in accordance with the recommendations of the Department of Public Health Drug Control Program. The destruction will be witnessed and recorded by the Executive Director.

Requirements for Prescription medication:

- The parent must complete and sign a medication authorization form
- Medication must be in its original container with the original prescription label affixed, containing the child's name and dosage instructions
- If a child has a chronic health condition that requires medication, the child must also have an individual health plan on file (see below).

Requirements for Oral Non-Prescription medication:

- The child's physician must complete and sign a medication authorization form
- The medication authorization form must also be signed by the parent
- The medication must be in the original manufacturer's packaging and must be labeled with the child's name

Requirements for Topical Medication:

- SEDP will apply topical non-prescription medication to unbroken skin with parental permission. Parents must fill out a medication authorization form or other consent form.
- If skin is broken or has open wounds, physician's authorization as well as parent's authorization is required in order for SEDP staff to apply topical non-prescription medication
- Topical prescription medication follows the same rules as all other prescription medications

Individual Health Plans

At intake, and annually thereafter, parents will be asked to record any known allergies, chronic health conditions, disabilities or special needs on their child's record. A child with a chronic health condition or disability will have an individual health plan on file and the plan will be updated at least annually. This plan will be developed collaboratively with the child's parents, health care provider, and the Executive Director. The plan will include a description of the condition, its symptoms, any medical treatment that may be necessary when the child is in the program, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. The plan will also detail any specific training required of the staff to meet the child's health needs. The child's physician will provide the training, or will provide authorization for another party such as the child's parents or the program's health care consultant, to provide the training.

Older school age children may be allowed to carry their own inhalers and use them as needed if their health plan contains written parental consent and authorization of the child's health care provider. The individual health plan must also include a plan for how the medication will be kept secure from other children in the program. A back-up supply of the medication must be kept in a secure location at the program for use as needed.

Allergies:

At intake, and annually thereafter, parents will be asked to record any known allergies on their child's record.

SEDP will maintain a list of all children with allergies and post this list on the snack cabinet at each site and keep a copy of the list on the clipboard with the attendance sheet and children's emergency information.

All program staff will be trained in the recognition, prevention and treatment of allergic reactions. The training will include: how to recognize allergic reactions and anaphylactic shock, how to read ingredient labels to identify possible allergens, and how to protect children from exposure to allergens. Staff will also receive training on use of an Epi-pen as part of first aid training.

Child Abuse and Neglect:

All employees of SEDP are mandated reporters of child abuse and neglect under Massachusetts general law. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she *must* file a report with the Department of Children and Families (DCF).

Procedures to be followed:

- A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Executive Director

- The Executive Director or the staff member with the assistance of the Executive Director will make a verbal report to the Department of Children and Families, to be followed by a required written report 51A within 48 hours.
- The phone number for the Dept of Children and Families is: 1-800-792-5200
- If a staff member feels that an incident should be reported to DCF and the Executive Director disagrees, the staff member may report to DCF directly
- All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Executive Director unless such a report is contra-indicated

SEDP and all its staff members will operate the program in ways that protect children from abuse and neglect. Any form of abuse or neglect of children while in care is strictly prohibited. The executive director will immediately contact the Department of Early Education and Care upon filing or learned that a report has been filed alleging abuse or neglect of a child while in the care of the program, during a program-related activity, or by an employee of SEDP whether during program hours or not. If a program employee is suspected or accused of abuse or neglect of a child, the employee will immediately be suspended from employment while an investigation is conducted by DCF and EEC. If the findings are substantiated, employment will be terminated.

Plan for Injury Prevention:

- To prevent injury and ensure a safe environment, each Site Coordinator will arrive at the program at least 30 minutes prior to arrival of students in order to monitor the environment and remove any hazards, both indoors and outdoors.
- Any unsafe condition or needed repairs of school property will be reported to the school custodian. Any unsafe conditions/needed repairs of SEDP property will be reported to the Executive Director.
- Staff will protect children against cold, heat and sun injury by:
 - Ensuring children wear weather-appropriate clothing outdoors
 - Ensuring children wear sunscreen when needed
 - Providing water to ensure children stay hydrated
 - Limiting exposure to extreme weather conditions; staying indoors when temperatures or wind chill are below 20 degrees; staying indoors when heat index or air quality warnings have been issued by the national weather service.
- Toxic substances, sharp objects, matches and other hazardous materials will be stored out of the reach of children
- Any liquid, food or appliance that is hot or could become hot enough to burn a child must be kept out of the reach of children
- Staff will check children's clothing to ensure it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard
- The following will be easily and readily available at all times and will accompany the children any time they leave the facility in the care of staff:
 - A first aid kit

- Current family contact information
- Information about allergies and known medical conditions
- Emergency or life-saving medications such as asthma inhalers and epi-pens for any children for whom they have been prescribed.
- Telephone numbers for emergency services
- Authorization for emergency care for each child
- All staff members will receive First Aid training within 6 months of date of hire, and will maintain this certification as a condition of employment
- Only staff who have current First Aid will be allowed to administer first aid now matter how minor the injury
- An injury report will be filled out for any incident requiring first aid or emergency care. (see appendix for sample injury report. The parent will sign the injury report and keep a copy for their records. The original will be placed in the child's file. The Site Coordinator will record the injury in the injury log (maintained at each site). The Executive Director will review the injury log on a regular basis to look for patterns of injuries and determine if safety procedures need to be changed or improved.
- No smoking is allowed on the premises
- The use of any substance that may impair the educator's alertness, judgment or ability to care for children during child care hours is prohibited.

Infection Control

All staff are trained in infection control procedures during orientation and reminded annually at the beginning of the school year.

Handwashing

- All staff and children must wash their hands with liquid soap and running water, using friction, and dried with disposable towels or automatic hand blow-dryers. The use of common towels is prohibited.
- Staff and children must wash there hands at least at the following times
 - Before eating or handling food
 - After using the bathroom
 - After coming into contact with bodily fluids or discharges including sneezes and coughs
 - Before and after water play
- Additionally, staff must wash their hands before and after administration of medication and after performing cleaning tasks, handling trash, or using cleaning products

Disinfecting

- All eating surfaces must be washed and disinfected before and after each use
- All equipment, materials, items and surfaces are washed with soap and water and disinfected as needed to maintain a sanitary environment
- SEDP staff are responsible for maintaining cleanliness and sanitation of classroom furniture, toys and equipment
- SEDP must sweep floors as needed, after snacks, meals and craft projects to remove debris from the floor in a timely manner

- School custodians will sweep and mop the program floors nightly as well as clean and disinfect all sinks, faucets, toilets, toilet seats, bathroom floors, and drinking fountains each day and as needed.

First Aid Equipment

Each site will maintain a first aid kit. This kit will be portable so that it may be easily taken on field trips or in the event of evacuation. The kit will be stored out of reach of children but easily accessible by staff. Both the kit and the location of the kit will be clearly marked with a red cross.

The Site Coordinator will check the contents of the first aid kit monthly and restock as necessary. Each kit must include:

Band-aids

Gauze pads

Adhesive Tape

Tweezers

Scissors

Disposable non-latex gloves

Gauze Roller bandage

Instant Cold Pack

Thermometer

CPR mouth guard