

Health and Safety Procedures Counselor Step-by-Step Action

Exclusion of sick children and infection disease outbreak control

1. When a child becomes sick, YMCA staff must immediately notify the sick child's parents or guardians and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.
 - a. **Central Site:** Relax room
 - b. **West Site:** Gym at a separate table or chair away from others
 - c. **East Site:** In the upstairs classroom, away from other children
2. The definition of illness (sick) on the Minnesota Department of Health website states that an ill/sick child is one who is unable to participate in routine activities or needs more care than can be provided by the childcare/school staff. For each illness, please check if it is on the "immediate report list" found in the staff binders.
3. If an illness that is on the report list is found, staff must alert the School Age Director within a half an hour of discovery. From there, the School Age Director must report the illness to the Minnesota Department of Health within an hour. Verbal reports can be given to MDH by calling: 651-201-5414 or 1-877-676-5414.
4. At all sites, parents must inform the Director immediately if their child is diagnosed with any of the following:
 - a. Impetigo
 - b. Scabies
 - c. Ring worms
 - d. Head lice
 - e. Chicken pox
5. After the Director is alerted to these illnesses, they must inform parents via email within twenty-four hours of potential exposure. A sign must be posted at any sites where there may have been exposure.
6. For all of these illnesses, with the exception of head lice, students are not allowed back to childcare until a doctor has cleared them and they have been deemed as non-contagious. For head lice, students will be allowed back into childcare after 48 hours from the last treatment, with no discovered lice within that period of time.
7. Staff are responsible for conveying messages about illnesses to the School Age Director within an hour of receiving the message themselves, as to ensure the Director has enough time to properly follow Health and Illness procedures

Immunizations

1. Immunization records are required for all ASC participants within our childcare site.
2. Immunization records are found in the School Age Director's office, located in a secure filing cabinet
3. If you need access to a form, you may request access through the School Age Director

Administration of medication and over-the-counter products

1. Staff are only qualified to administer medications or over-the-counter products if a parent has filled out a Medical Administration Form

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2. If a child has a medication that staff are to administer, it will be listed in their registration notes and made aware to staff at the beginning of the child's entrance into the program
3. Medical Administration Forms must be filled out completely upon each administration of the medication. Completed logs should be submitted to the School Age Director by the end of the work day that the log has been completed.
4. All completed Medical Administration Forms will be kept in the child's file, located in the School Age Director's office.
5. All medications are to be kept in a secure location, out of reach of children.
 - a. **Central:** In the School Age Assistant's office
 - b. **East:** Brought back to the YMCA at the end of each day and stored in the School Age Assistant's office
 - c. **West:** Stored near the log-in computer
6. All medications must not be expired. Only proper prescription sizes will be administered.
7. Diapering products, sunscreen, and insect repellent must have written permission from the child's parent or legal guardian. Sunscreen and insect repellent must be stored out of reach of children. School age children can apply sunscreen under the supervision of staff who need to ensure the nonprescription medication is administered according to the manufacturer or health provider instructions.

Preventing and responding to allergies

1. Any known allergies will be reported **before** the first day of childcare begins for a youth participant
2. If a child has a known allergy (any allergy), the center must meet these three requirements.
 - a. Maintain current information about the allergy in the child's record. The child specific information must include:
 - i. Description of the allergy
 - ii. Triggers to allergens
 - iii. Techniques for avoiding exposure to allergens
 - iv. Symptoms if an allergic reaction were to occur (what to watch for)
 - v. How to respond to an allergic reaction (including medications and dosages)
 - vi. Doctor's contact information.
 - b. Ensure that each staff person who works directly with the child is trained in the allergy information. Documentation that staff were informed must be kept on site. It is required that staff are informed:
 - i. At least annually (prior to the end of the month in the subsequent year)
 - ii. When changes are made to the child's allergy record.
 - c. Keep the child's allergy information available:
 - i. On site at all times
 - ii. When on field trips
 - iii. During transportation provided by the center
 - iv. Where food is prepared and served (for food allergies).
3. The above information will be stored within the counselor's binders and will be accessible at all times during a shift. Staff should be familiar with the procedures for their participant's allergies and be able to respond immediately to an allergic reaction.
4. All allergic reactions must be reported within an hour to the School Age Director, with an incident report being filed before the end of the day.

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Building and physical premises: free of hazards

1. Each site must be free of hazards and be clean and in good repair before use
2. Furniture must be structurally sound and appropriate to the age and size of the children utilizing it
3. Hazardous items must be kept out of reach. Anything labeled keep out of reach of children should be inaccessible.
4. **Each day** before a shift begins, the Site Lead must conduct a "Hazard or Safety Analysis" by utilizing the Hazards Checklist. All checklists must be completed **before** the arrival of any children.
5. In the event that a hazard is found, please mitigate the hazard immediately. Should the hazard require additional attention, please reach out to the School Age Director immediately to learn what steps should be followed next.

CPR

1. All YMCA staff are required to have a CPR/First Aid/AED certification on file within 30 days of their hiring.
2. No staff shall work directly alone with youth participants before the CPR/First Aid/AED certification is received
3. Staff must be familiar with the locations of all first aid and AED kits in the event of the emergency
4. Staff are subject to spontaneous audits to ensure they know where first aid and AED kits are at all times

Handling and disposing of bodily fluids

1. If exposure to bodily fluids occurs, YMCA staff must disinfect and dispose of any bodily fluids using gloves and in a securely sealed plastic bag.
2. Leads should always ensure there are sealed plastic bags available at all times and request more when supplies are diminishing.
3. All bodily fluid incidents will be reported using the Incident Form and handed into the School Age Director by the end of the shift.