



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE PALOUSE HEALTHCARE POLICY

Emergency Telephone Numbers:

Fire/Police/Rescue	911
Poison Control Center	(800) 222-1222
Child Protective Services	(866) 363-4276

HOSPITAL USED FOR EMERGENCIES:

Name: Pullman Regional Hospital **Telephone:** 509-332-2541

Address: 835 SE Bishop Blvd; Pullman, WA 99163

MINOR ILLNESS MANAGEMENT:

When any minor injury occurs (e.g. small cuts, bruises, sprains or bumps), we will do the following:

1. Staff trained in First Aid will follow the actions for the particular injury or illness as specified in our First Aid Manual (American Red Cross Standard First Aid).
2. Gloves will be used if any bodily fluids are present.
3. The attending staff will record the incident and treatment
4. The incident will be reported to the parent/guardian as soon as possible.

LIFE THREATENING EMERGENCIES:

1. Staff calls 911
2. Staff stays with injured/ill person
3. If necessary, staff will administer CPR and first aid treatment.
4. Gloves will be used if any bodily fluids are present.
5. As soon as possible, the staff will contact the parent or emergency contact

EMERGENCY PROCEDURES IF PARENTS CANNOT BE CONTACTED:

In case the parent or designated emergency contact cannot be reached, program staff will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

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HEALTH RECORDS:

All children will have program registrations with identifying information about their health, history, date of last physical, allergies, immunization records, and consents for emergency care, authorization to take child out of facility, etc. This information will be kept in the child's folder at the YMCA of the Palouse. Records will be kept for a minimum of two years.

COMMUNICABLE DISEASE PREVENTION, REPORTING, AND MANAGEMENT:

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). Illnesses can be spread by:

1. Direct contact with body excretions or discharge from open sores.
2. Indirect contact with inanimate objects (drinking glasses, toys, bedding, etc.).
3. Flies, mosquitoes, or other insects (vectors) capable of spreading disease.

The following illnesses are reported to the Local/State Health Department by physicians. Call your Local Health Department for information when a child or staff member has contracted any of these illnesses.

Acquired Immune Deficiency Syndrome (AIDS)
Campylobacteriosis (Campy)
E Coli 0157:H7
Haemophilus Influenzae Type B (HIB)
Kawasaki Syndrome
Mumps
Poliomyelitis (Polio)
Reyes Syndrome
Rubella (German or 3 Day Measles)
Rubella (10 Day Measles)
Tetanus
Typhoid Fever

Diphtheria
Giardiasis
Hepatitis
Listeriosis
Meningococcal Diseases
Pertussis
Whooping Cough
Rheumatic Fever
Salmonellosis
Shigellosis
Tuberculosis (TB)
Yersiniosis

Whitman County Health Department of Public Health: (509) 332-6752

We also contact our local Health Department whenever we have questions or concerns about other illnesses or symptoms.

We will immediately notify parents of any communicable disease outbreaks in our center.

EXCLUSION OF SICK CHILDREN:

On the advice of health experts, we will not allow children with any of the following symptoms to be in our care:

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1. Fever of 101° F axillary (under arm) or higher.
2. Vomiting on two or more occasions within a 24 hour period.
3. Diarrhea of three or more watery stools within a 24 hour period or one bloody stool.
4. Draining rash or sore.
5. Eye discharge or pinkeye. Children/Staff can be readmitted only after:
 - a. Medical diagnosis to rule out bacterial infection, or
 - b. 24 hours on antibiotic treatment
6. Fatigue and/or discomfort preventing the child from being a part of regular activities.
7. Children/Staff with open oozing sores that cannot be covered will not be allowed to be at the center until:
 - a. 24 hours after starting antibiotic treatment
 - b. Sores are properly covered (e.g. bandage/clothing, gloves for staff), or
 - c. Sores are properly healed
8. Lice and Scabies. Children/Staff may be readmitted after treatment and if no nits are visible.

If childcare staff or the Director of Programs have concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's healthcare provider.

We ask that ill children, as described above in numbers 1-8, not attend childcare for the following reason:

1. They are unable to be active in our daily program
2. They expose other children and staff to illnesses, and
3. They are at risk for being exposed to other diseases while their resistance is low

When a child is excluded from attending our childcare center, the staff will note this in the child's personal file.

CARING FOR ILL CHILDREN:

1. Ill children will be separated from others and cared for in an area of the center that is less engaging.
2. The parent will be notified to pick up the child as soon as possible.
3. Illness incidents will be recorded in the child's personal file.

EVACUATION PLAN:

The evacuation plan is posted on the wall next to the door in each room.

SAFETY DRILLS:

Fire drill are conducted monthly and recorded and posted in our disaster drills form. Earthquake and lockdown drills are conducted quarterly.

PERSONAL STAFF HEALTH:

All staff must provide documentation at the time of employment for tuberculin skin tests by mantoux method or chest x-ray within the previous 12 months before employment. This documentation will be kept at the facility in the employee's personal file.

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Staff who have communicable diseases are expected to remain at home to protect their health, the health of the children, and their co-workers health.

CHILD ABUSE:

Our staff are required to report immediately to the Police and/or Child Protective Services any instance when there is a reason to suspect the occurrence of physical, sexual or emotional child abuse, neglect, or exploitation.

Our staff may not notify parents when the Police and/or Child Protective Services are called about possible child abuse, neglect, or exploitation. This will depend on the recommendation of the Police and/or Child Protective Services when they are contacted.

FIRST AID:

All Y staff have current training in age appropriate cardiopulmonary resuscitation (CPR) and First Aid. Site Coordinators are responsible for checking that First Aid Kits are fully stocked.

Our Kits Contain:

First Aid Guide	Band Aids (various sizes)	Cotton Balls
Sterile Gauze Pads	Roller Bandages	Adhesive Tape
Small scissors	Large Triangular Bandage	Tweezers
Disposable Gloves		

Our first aid kit(s) are located in staff backpacks, and are inaccessible to children.

When we go on field trips, a Y staff is responsible for taking the First Aid Kit.

Clean disposable gloves are kept in our First Aid Kit for staff to use when handling any injuries involving blood.

MEDICATIONS:

Prescription and non-prescription medication will only be given when the below conditions are met:

1. Written parental authorization accompanies the medication;
2. Medications will be administered at the recommended dosage, duration, and by the methods of administration specified on the manufacturer's label for the age and weight of the child needing the medication

The following non-prescription medications can be administered per the above-mentioned requirements are met:

1. Antihistamines
2. Non-aspirin fever reducers/pain relievers
3. Non-narcotic cough suppressants
4. Decongestants
5. Anti-itching ointments or lotions, intended specifically to relieve itching;

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6. Sunscreen

Other non-prescription medications will be administered when the medication is accompanied with a written consent from a parents or legally authorized healthcare provider and with written instructions specifying:

1. Child's name --- Last, first and middle initial
2. The dose and frequency
3. Length of time (e.g. days)

We maintain all medication at the proper temperature (refrigerate or non-refrigerate), and all medications inaccessible to children

Internal and external medications are stored in a location inaccessible to children.

The YMCA staff will be responsible for administering medications and documentation of the date and time the medication was given and will record this information on a medication log in the child's personal file.

All medication will be sent home with the parent when the medication is no longer needed, per the recommendation of a medical professional.

IMMUNIZATIONS:

To protect all children in our care and staff, we expect all children in our program are fully immunized for their age. We require records of immunization at the time of initial registration with Y programs. These are checked for updates for each new program. Your child needs to be fully immunized for:

Diphtheria
DTP
Measles
Mumps

Rubella
Tetanus
Polio (OPV or IPV)
Pertussis (whooping cough)

PROCEDURES FOR CLEANSING:

1. Plastic plates and bowls are washed in soap and water, dipped in a disinfectant solution for a minimum of 1 minute, and allowed to air dry. Toys that cannot be easily dipped are sprayed with a disinfectant solution. The solution is required to stay on the item for a full minute before being dried.
6. Tables used for food serving will be washed and disinfected before and after each meal, snack, and before and after activities.
7. Any carpeting will be vacuumed daily in all areas. Steam cleaning is scheduled quarterly or as needed.

We avoid using powders or chemical cleaners that can leave residues because they can be harmful to children with allergies, asthma, etc.

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HAND WASHING:

Staff will wash their hands:

1. After being exposed to bodily fluids (stool, urine, blood, drool, and mucus)
2. After personal toileting
3. After attending to an ill child
6. Before food preparation
7. Before eating

Children will be directed to wash their hands:

1. After using the bathroom
2. Before eating or cooking activities
3. After any outdoor activity
4. After being exposed to bodily fluids (stool, urine, blood, drool, and mucus)

Soap, running water, and individual towels will be available for staff and children to use.

FOOD SANITATION:

Leftover foods will be covered, dated, and stored in the cupboards, refrigerator or freezer.

Eating surfaces will be cleaned before and after use by program staff.

NUTRITION:

Snack and lunch menus will be prepared by program staff and are posted at all program sites.

The Y is a no-nut facility. Each semester, participant allergies will be evaluated to determine if restrictions on other foods are necessary.

Food allergies will be posted in food cabinets to help with food preparation.

Food brought from home to share – if parents provide food or snacks or celebration foods, must be store bought items only and must not contain.

INJURY PREVENTION:

The site staff will survey the facility daily to check for safety hazards.

Any hazards will be reported to the Director of Programs so that a plan can be made to correct the problem.

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