



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**YMCA OF THE PALOUSE HEALTHCARE POLICY**  
**Policy applies to: Elementary After School, Spring Break Day Camp,  
Summer Day Camp**

**Emergency Telephone Numbers**

<b>Fire Department</b>	<b>911</b>	<b>Non-emergency: (509) 332-8172</b>
<b>Police</b>	<b>911</b>	<b>Non-emergency: (509) 334-0802</b>
<b>Rescue</b>	<b>911</b>	
<b>WA State Poison Control</b>	<b>(800) 732-6985</b>	
<b>Director of Programs</b>	<b>(818) 298-2835</b>	

**HOSPITAL USED FOR EMERGENCIES**

**Name:** Pullman Regional Hospital                      **Main Telephone:** (509) 332-254  
**Emergency room:** (509) 336-7359

**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. The attending staff will document the incident and treatment.
3. The incident will be reported to the parent/guardian, upon pick-up.

**LIFE THREATENING EMERGENCIES**

When any life threatening injury occurs (e.g. allergic reaction, loss of consciousness, open wounds), we will do the following:

1. Staff calls 911
2. If necessary, staff will administer CPR and First Aid treatment
3. Staff stays with injured/ill person until first responders arrive on scene.
4. 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 local emergency unit for treatment and/or transportation to a hospital. The Director of Programs and/or CEO will accompany the child to the hospital and stay until the parent/guardian or emergency contact arrives.





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## HEALTH RECORDS

All children will have program registrations with identifying information about their health, history, date of last physical, allergies, immunization records, consents for emergency care, medication release forms, 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 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 that may be contaminated (drinking glasses, toys, bedding, etc.).
3. Flies, mosquitoes, or other insects (organisms that transmit pathogens) 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 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 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 at our program sites.

#### YMCA OF THE PALOUSE

105 NE Spring Street | Pullman, WA 99163  
P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

Revised January 2018





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## 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:

1. Temperature of at least 100 ° F under arm (axillary) or 101° F orally AND who also have one or more of the following:
  - headache
  - earache
  - sore throat
  - rash
  - fatigue
2. Vomiting within a 24-hour period
3. Diarrhea stools within a 24-hour period or one bloody stool
4. Draining rash or sore
5. Eye discharge or pinkeye. Children/Y 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/Y staff with open oozing sores that cannot be covered will not be allowed to be at the program site 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/Y staff may be readmitted after treatment and if no nits are visible. A physician's note is required.

If program 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 programs for the following reasons:

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

## CARING FOR ILL CHILDREN

1. Ill children will be separated from others and cared for in an area of the program site that is less engaging.
2. The parent will be notified to pick up the child as soon as possible.
3. Illness incidents will be documented in the child's personal file with an incident report.
4. Y program staff are unable to administer medication without a completed medical release form.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **EVACUATION PLAN**

The evacuation plan is posted on the wall next to the door in each room at program sites. The YMCA of the Palouse follows evacuation routes put in place by the Pullman School District.

## **SAFETY DRILLS**

Fire drills are conducted monthly and recorded and posted in our disaster drills form. Lockdown and earthquake drills are conducted quarterly.

## **PERSONAL STAFF HEALTH**

All staff must provide documentation at the time of employment for a negative tuberculosis skin test, completed within the last year.

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. Refer to the communicable disease section on page 2.

## **CHILD ABUSE**

Our staff are mandated by Washington State law 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.

The procedures staff will follow are dependent upon the recommendation of the police and/or Child Protective Services when they are contacted.

## **FIRST AID**

All Y staff have current training in child/adult cardiopulmonary resuscitation (CPR) and First Aid. Program staff are responsible for checking that First Aid kits are fully stocked weekly.

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 kits are located in Y staff backpacks, and are inaccessible to children.

During field trips, a Y staff member is responsible for taking the First Aid kit.

### **YMCA OF THE PALOUSE**

105 NE Spring Street | Pullman, WA 99163  
P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

Revised January 2018





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MEDICATIONS

There are three different types of medication:

1. Emergency
2. Non-emergency prescriptions
3. First Aid

The Y does not administer First Aid medication. This includes medication like Ibuprofen and Acetaminophen for headaches, topical creams for insect bites, Neosporin for bacterial infections, etc., unless the parent has previously supplied the medication to the Y along with written authorization.

For non-emergency prescription medication and emergency medication, Y staff can only administer medication when:

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 if 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;

Other non-prescription medications will be administered when the medication is accompanied with a written consent from a parent 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 inaccessible to children.

All medications are stored at program sites and are 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 medical release form in the child's personal file.

**Unless the appropriate medication has been supplied to Y staff for safekeeping, along with written authorization, staff members are not able to administer any medication to program participants.**

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

### YMCA OF THE PALOUSE

105 NE Spring Street | Pullman, WA 99163  
P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

Revised January 2018





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## IMMUNIZATIONS

To protect all children in our care and staff, and to meet state health requirements we require all children in our program to be fully immunized for their age. We keep on file proof of immunization status. Your child needs to be fully immunized for:

Diphtheria  
DTP  
Measles  
Mumps

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

## CLEANING PROCEDURES

1. Floors are cleaned and disinfected by the school facility custodian regularly.
2. Toilets and hand washing sinks will be cleaned and disinfected by the school facility custodian regularly.
3. Tables used for food serving will be washed and disinfected before and after each meal, snack, and before and after activities by Y staff.

Our cleaning products include disinfectant wipes, dish soap, and diluted bleach solution. We avoid using powders or chemical cleaners that can leave residues because they can be harmful to children with allergies, asthma, etc.

## 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
4. After nose blowing
5. After any outdoor activity
6. Before food preparation
7. Before eating

Children will be directed or assisted 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.

### YMCA OF THE PALOUSE

105 NE Spring Street | Pullman, WA 99163  
P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

Revised January 2018





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **FOOD SANITATION**

All staff are required to obtain Washington State food workers cards. Snack will be covered, dated, and stored in the cupboards, refrigerator or freezer. Eating surfaces will be cleaned before and after use by Y staff.

## **NUTRITION**

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

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

Food brought from home to share must be approved by the Director of Programs two business days in advance.

## **INJURY PREVENTION**

The site staff will survey the facility regularly 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.