

Emergency Telephone Numbers

Health Care Consultant: Dr. Elinor Kelliher
Telephone: 413-734-1001
Address: Pediatric Associates
373 Park St West Springfield MA 01089

Emergency Telephone #:

911 or

Fire: 583-8332

Police: 583-8305

Rescue/Ambulance: 583-8305

Poison Prevention: 1-800-222-1222

DCF: 205-0650

Hospital(s) Utilized for Emergency:

Baystate Medical Center
Telephone: 794-0000
759 Chestnut St.
Springfield, MA. 01115

Mercy Hospital
Telephone: 748-9000
271 Carew St.
Springfield, MA. 01115

Information to give in an Emergency

Your Name: _____

The Nature of the Emergency: _____

Telephone number: **583-2072**

Address: **91 Claudia's Way**

Location in the building: _____

Emergency Procedures

If a child is injured or requires emergency assistance, the staff person is to summons help from other staff members in the building and notify The Program Director immediately. Staff person or persons attending the child shall take whatever action necessary if a child is in a life-threatening situation. Appropriate emergency agencies (fire, rescue, police) shall be notified along with parent(s) immediately. In case of a life threatening emergency, (child needs immediate medical attention), the parent will be asked to sign a medical release form at the time of registration giving emergency personnel permission to start treatment on the injured child before parents arrive at hospital. Parents will sign this release form when they register for the program and be kept on file for the entire year.

If Parent Cannot be Contacted:

In the event a parent or guardian of an injured or sick child cannot be contacted The Program Director or person in charge will proceed to attempt to the person or persons listed as the emergency contact on the member's information sheet. Attempts to contact a person on the list will be made until someone is contacted and the situation is explained. A professional staff member will accompany the child to the hospital in the absence of a parent or guardian. The staff person will bring medical consent forms along with them.

Emergency Procedures for Off-Site Incidents:

When an incident or accident occurs off-site, the staff will follow the following procedures:

1. Staff will assess the situation and take appropriate action to guarantee the safety of all the children. First-Aid will be administered by a qualified person if needed. First Aid Equipment will be accompanied with each group that leaves the building.
2. The Program Director, Director of Operations, CEO/President will be notified as soon as possible.

3. Depending on the nature or extent of the injury parents will be notified by staff member as quickly as possible.
4. Depending on the severity of the emergency or injury staff will notify emergency personnel. i.e.. Fire, Police and Rescue.

Procedures for Utilizing First Aid Equipment

1. First Aid boxes are located in the following program areas: School Age office, gameroom, gym storage, pool, arts & crafts, Club Blue, E Sports Lab, and Maker Space and Pre – School rooms A, B and C. Group leaders will carry a fully stocked first-aid kit with them when outside of the building.
2. First aid can only be administered by staff members who are currently certified in First Aid.
3. First Aid boxes and supplies will be maintained and stocked by the following professional staff members: School Age Director and site coordinator. The First-Aid cabinet in the School Age and Pre-School office will serve as the main supply of first-aid equipment.
4. Contents of all first aid boxes will include the following: tape, band aids, gauze pads, gloves, gauze roller bandage, cold packs, tweezers, and scissors. A thermometer will be kept in the first-aid cabinet in the School Age office and in all three Pre-school classrooms

Injury Prevention and Management:

The Ludlow Boys and Girls Club shall monitor the environment daily to immediately remove or repair any hazard, which may cause injury. The Ludlow Boys and Girls Club does not permit smoking in the building or on Club property. All toxic substances and hazardous materials are to be kept locked. Sharp objects, poisonous plants, matches and other dangerous materials will be kept out of the reach to children of the program.

Injury Prevention Plan

1. Staff shall monitor the environment daily to remove or repair any hazards which may cause injury.
2. Staff shall make sure that all first-aid kits remain stocked.
3. Staff shall carry a fully stocked first-aid kit with them at all times while outside of the building.
4. A list of all allergies and or medical conditions will be posted in the School Age Office.
5. All toxic substances, poisonous plants, medications, sharp objects, glass objects, matches, and other hazardous object must be put in a secured place and kept out of the reach of the children.
6. If a child is to become injured the following steps must be taken:
 - A. First-aid will be administered by a qualified person only.
 - B. An injury report must be filled out as soon as possible and placed in the bin in The School Age Office.
 - C. If the injury is serious The Program Director should be notified immediately. If the child requires medical attention a Professional Staff person must accompany the child to the hospital in the absence of a parent. The professional Staff person will bring the child's file containing emergency contacts with them.
 - D. The Program Director will notify the parents of any first-aid that was performed. A copy of the injury report will be given to the parent/guardian, a copy will be put in the child's file, and a copy will be placed in the injury binder.

Maintenance and Monitoring Central Injury Log:

The Ludlow Boys and Girls Club will maintain a central log and file on all injuries and incidents, which occur during program hours. An injury or incident report shall include, but not be limited to: Name of Child, Date of Injury, Time and Location of Injury, Description of Injury and how it Occurred, Name of Witnesses, Description of First Aid that may have been administered, and the Name of the Staff Member Filing Report.

First-Aid and CPR Training

First-aid will only be performed by staff who are currently certified in First-aid. All staff must be first aid certified within six months of hire. One staff member on the premises must be certified in CPR at all times. CPR must be renewed annually as required.

Informing Parents of First Aid Administration:

The Ludlow Boys and Girls Club will inform parents immediately of any injury, which requires emergency care beyond minor first aid. In the instance that the injury is not severe The Club will notify parents within 24 hours. A written report will be supplied for all injuries.

Notification of Death or Serious Illness:

The Randall Boys and Girls Club shall immediately report to The Department of Early Education and Care the death, hospitalization, or emergency care of any child, which is injured during the licensed program. A written report shall be sent to EEC with a detailed description of the injury within forty-eight hours of hospitalization or death.

Infection Control

1. All staff will ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands at least at the following times:
 - a. Before eating or handling food
 - b. After toileting
 - c. After coming into contact with body fluids and discharges
 - d. After handling center animals or their equipment
 - e. After cleaning
2. Facilities used for hand washing after toileting shall be separate from facilities and areas used for food preparation and food service. Only the sink in the staff room shall be used for food preparation.
3. Staff shall ensure that all equipment, items, and surfaces are clean and sanitized. Areas shall be cleaned first with soap and water and then with a bleach solution.
4. All staff shall wear disposable gloves when cleaning up bodily fluids or providing first-aid.
5. All bodily fluids shall be cleaned up using a bleach solution.
6. All gloves and towels used to clean up bodily fluids should be disposed of immediately in a trash bag and the bag shall immediately be tied up and brought to the dumpster.

Procedures for Disinfecting Program Equipment:

Daily Procedure

1. toilets and seats – Janitorial staff
2. sinks and faucets – Janitorial staff
3. drinking fountains – janitorial staff
4. tables and chairs – Program & Janitorial staff

At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child

1. cots and mats used for resting children – program staff
2. sheets, blankets, pillow cases and other coverings – program staff

Procedure for Clean-up of Blood or Bodily Fluid Spills:

The Randall Boys and Girls Club will provide disposable non-latex gloves to be used for the clean up of blood and bodily fluid spills. The affected area shall be disinfected with a bleach and water solution. Used gloves shall be thrown away in a lined, covered container. The Randall Boys and Girls Club shall ensure that staff washes their hands thoroughly with soap and water after cleaning up and bodily fluid. Bloody clothing shall be sealed in a plastic container or bag, labeled with the child's name and returned to the parent. All mops and rags used to clean area shall be immediately disinfected washing them in a bleach and water solution.

Procedures for Identifying and Reporting Suspected Child Abuse and Neglect

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse of a child he/she must file a report with the Department of Children and Families (DCF). The following procedures will be followed:

1. A staff member who suspects abuse or neglect will notify The Program Director or professional staff person. The staff member will also document his/her observations including the child's name, date, time, child's injuries, child's behavior and any other pertinent information.
2. The Program Director or professional staff member will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. DCF phone number is 205-0500.
3. If a staff member feels that an incident should be reported to DCF and The Program Director and professional staff person disagree then the staff member may report the incident to DCF directly.
4. The Program Director may or may not choose to communicate with the parents any of the concerns of suspected abuse and neglect that is reported to DCF.

Procedures for Identifying and Reporting Child Abuse/Neglect While in The Care of the School-Age Childcare Program

The Randall Boys & Girls Club is committed to protect all children in their care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the program.

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families (DCF) and The Department of Early Education and Care (EEC). A meeting will be held with the staff member in question to inform him/her of the filed report.

The staff member in question will be immediately suspended from the program without pay pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the president CEO has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the program. The decision will be made by the President CEO will be based on the seriousness of the allegations and the facts available.

If the allegations of abuse and neglect are substantiated, it will be the decision of the President/CEO whether or not the staff member will be reinstated with back pay.

All staff will cooperate fully with all investigations.

Emergency Plan for Evacuation of the Facility:

➤ **Evacuation Drills:** In the event that the CLUB must be evacuated during the time of operation of programs. Due to health or safety reasons Drills will be practiced to insure the safety of our members the following drills will occur at least monthly during the year. These drills will be practiced to ensure the safety of our members and staff. It will be the responsibility of the Director or Site Coordinator to conduct monthly evacuation drills during each of the following program times:

1. Between the hours of 6:30 am and 8:30 am – Before School
2. Between the hours of 2:30 pm and 5:30 pm – Afterschool
3. Between the hours of 8:00 am and 4:00 pm – Pre-School

It will also be the responsibility of the Director to note the date the drill occurred, the time and effectiveness of the drill. The Director will complete an evacuation drill sheet, which will be placed in the evacuation binder. Daily attendance records for each program and the sign out sheet located at the membership desk will be used to obtain an accurate account of members once they have evacuated the building. The procedure of maintaining and gathering this material for attendance purpose will be the responsibility of the Director.

Dispensing of Medication:

The Randall Boys and Girls Club reserves the right to make any decisions concerning the distribution of medication during program hours. The following is the guidelines concerning the distribution of medication during program hours:

1. The Club will not administer prescription medication to child without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered. Non-prescription medication will not be administered without a written note from a physician.
2. All medications must be signed in with the Program Director along with the medication consent form.
3. The Randall Boys and Girls Club will not distribute medication to the same child more than twice during regular or extended program hours.
4. All medication with the exception of inhalers and Epipens shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of a staff member.
5. Medications are not allowed to be carried in first-aid kits unless authorized by the Health Care Consultant or the Program Director. Inhalers and Epipens are allowed to be carried in the First-Aid backpacks and should always accompany the child when outside of the building.
6. The Club will not be responsible for the distribution of any medications which must be taken through syringe or injections.
7. We ask that parents discuss with their doctors the possibilities of prescribing doses of medication around Club hours. The Club will only handle those medications which we feel are absolutely necessary.

Care of Mildly Ill Children:

The Randall Boys and Girls Club has designated a quiet area in the Program Director's office for mildly ill children. A cot with blanket and pillow will be supplied for those children to rest. A professional or part time staff member will supervise children using the quiet area, until a parent/guardian can pick the child up from the CLUB.

Condition, which necessitates parents picking up an ill child:

1. If a child has more than one hour left in the program day, parents will be asked to pick-up child as soon as possible.
2. If a child has vomited or has diarrhea.
3. If a child has a fever
4. If a child is drowsy or demonstrates any other behavior which causes concern to staff
5. If a child has suffered a traumatic injury or incident

Conditions in which a child can return to Program:

1. If the child has been absent from CLUB programs for more than three (3) days or if child has been diagnosed with a communicable disease the CLUB must have a written doctors note clearing the child to resume CLUB activities.
2. A child may not return to the program within 24 hours of vomiting, diarrhea or having a fever.

Procedures for identifying and protecting children with allergies and/or medical conditions:

The Randall Boys and Girls Club require parents to inform CLUB staff of any known allergies and/ or medical conditions. The Randall Boys and Girls Club will post all program children and their allergies and/or medical conditions for notification for all staff. Staff will be made aware of said allergies to ensure that children are not exposed. Staff will be aware of medical conditions and make accommodations when necessary.

Individual Health Care Plans

The Ludlow Boys & Girls Club must maintain as part of a child's record, an Individual Health Care Plan (IHCP) for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IHCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending the program. The IHCP must include the following:

1. Description of the chronic condition which has been diagnosed by a licensed health care practitioner
2. Description of the symptoms of the condition
3. Outline of any medical treatment that may be necessary while the child is in care
4. Description of the potential side effects of the treatment
5. Outline of the potential consequences to the child's health if the treatment is not administered.

An educator must have successfully completed training relative to a child's IHCP. This training must be given by the child's health care practitioner or by the parent or the programs health care consultant. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IHCP would include children with asthmatic conditions, allergic reactions, ADHD or diabetic conditions. Any child needing an IHCP cannot attend the school age programs without it.

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**LUDLOW COMMUNITY CENTER
RANDALL BOYS & GIRLS CLUB**

Childcare Program

Health Care Policy