SOUTH SHORE YMCA EMILSON BRANCH
CAMP GORDON CLARK

BOARD OF HEALTH
POLICIES AND PROCEDURES

2023

CAMP DIRECTORS:
Veronica Frank, M.ED, ED.S
Elisabeth Grant, RN, BSN
PROCEDURES FOR THE BACKGROUND REVIEW OF STAFF

South Shore YMCA is certified for access to CORI.

Each staff person will fill out a CORI check form issued by the CHSB, which will have a unique association identification number on it. Each staff person will sign the form. The YMCA will send the CORI request to the CHSB along with a $10.00 payment.

Each staff person who can have unsupervised contact with the campers must have a background free of conduct which bears adversely upon his/her ability to provide for the safety and wellbeing of the campers.

At minimum the South Shore YMCA shall require for each camping season, the following from each person who may have unsupervised contact with a camper:

- Prior work history, including address and phone numbers of a contact person
- Three reference checks from individuals not related to the staff person, but not limited to employers or school administrators
- Obtain CORI/Juvenile Report from the CHSB
- SORI check from the MA Sex Offender Registry Board
- Any break in employment service at any time during the year requires a new CORI & SORI for the staff person
- The South Shore YMCA will maintain written documentation verifying background and character for each staff member for three years
- Until requirements are met, the South Shore YMCA shall ensure that staff members shall not have unsupervised contact with campers, unless a staff person member whose background check is approved is also present.

ALL CORI & SORI CHECKS ARE ON FILE WITH THE HUMAN RESOURCES DEPARTMENT AT THE SOUTH SHORE YMCA, 79 CODDINGTON ST, QUINCY, MA 02169

VOLUNTEER STAFF

Camp Gordon Clark does not have any volunteer positions available.

PARENTS RIGHT TO REVIEW

Upon registering for camp, families may request copies of background checks, health care & discipline policies, in addition to procedures for filing grievances.

All information is located within the parent handbook; however, leadership staff may assist families in acquiring the information on these subjects.

PROCEDURES FOR ORIENTATION OF STAFF AND VOLUNTEERS

All staff will receive a minimum of 15 hours of training prior to the beginning of camp. Staff will receive training on a range topics including, but not limited to:

- OSHA regulations
- Child Abuse Prevention
- YMCA Policies & Procedures
- Behavior Management
Emergency Procedures
Concussion Protocols
Medication Administration for Child Care (Epi-Pen and Inhaler)

In addition each staff member will receive training within their unit as to their individual duties with regards to all aspects of the running of camp.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT
When child abuse is suspected or disclosed by a child it is imperative that the staff/volunteer protect the child’s right to privacy.

- Find a private place to talk—always maintain the “opportunity to be viewed”, Be a good listener/observer—respond calmly, establish a good rapport, Minimize the need for questioning—two to three open ended, clarifying questions are best
- Reassure the child—however do not make promises

Mandated Reporting - All SSYMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be “discriminated or retaliated against” for making a report of suspected abuse.

All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy SSYMCA staff who identify concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

➢ If any, or all in the group feel abuse and/or neglect has occurred, you and your supervisor will make an oral report of the abuse and/or neglect to the MA Department of Children and Families-Plymouth Office 508-732-6200

Overview of Reporting Procedure
1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.
2. At that time both you and your supervisor, This report will be presented to one or all of the following people: President/CEO, Chief Operations Officer (COO) and/or, VP of Human Resource Director. This will be done in-person as soon as possible. Your supervisor will accompany you if possible. This will ensure clear understanding of the situation. (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).
3. The Chief Operations Officer (COO), VP of Youth Development and/or designee in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the YMCA has filed a 51A report.
   a. If the alleged abuse involves a YMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until information is gathered and a determination is found. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of YMCA Senior Leadership.

4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to $5000 and/or 2 1/2 years in jail. (Chapter 119 sections 51A-E).

5. If the alleged abuse involves a SSYMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of SSYMCA CEO Paul Gorman.

The Hanover Department of Health will be notified when 51A reports are filed for a camper who attends the Nature Adventures Camp.

An abused or neglected child is defined by state law as a child whose health and welfare is harmed or threatened when the person exercising custodial control/supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury (other than accidental means), sexual abuse/exploitation, and/or abandonment and/or fails to provide adequate care for the child’s well-being.

- Do not forget child on child abuse is one of the most common types of abuse. Signs of child-on-child abuse are:
  - Bullying
  - exerting power
  - power imbalances
  - children avoiding other children

- 5 Rules for all staff to follow:
  - No Inappropriate Touch
    - Bathing Suit Area
    - Tickling
    - Lap Sitting
    - Face to Face Hugs
    - Lingering Touch
  - No One on One
    - A situation where you are in a location with a single minor out of sight and/or sound of another person
  - No Favoritism
    - This is a known way to groom
    - Outside of abuse, this behavior is not consistent with our values
    - Individual gifts
    - Individual praise
    - Attention for a Certain Child
Nicknames
- No Outside Program Contact
- On-Line
- Social Media
- Texting
- Babysitting
- Social Events
- Previous Relationships Require Full Disclosure

- No Inappropriate Language
  - Topics of Conversation
  - Music
  - Videos
  - Swear Words
  - Social Media

DISCIPLINE POLICY

Should a discipline problem arise, we follow a three-step process, and each step will be documented in writing along the way. We will communicate with the camper each step along the way to help them understand why they have been disciplined.

- 1st Offense – Verbal Warning from Camp Counselor/Head Counselor
- 2nd Offense – 5 minute Time-Out/Conference with Division Coordinator
- 3rd Offense – Time-Out/Conference with Camp Director/Asst. Director

A repeat visit to the Camp Office will result in a phone call to the parent about the behavior, and a meeting may be scheduled. Suspensions will be issued for violent or inappropriate behavior, or repeated visits to the Camp Office for 3rd Offenses. Expulsions from camp occur when a camper’s behavior puts anyone at risk (including themselves), or the camper has already received one suspension.

In addition to the procedures outlined above, the following discipline policies are in effect at camp.

1. Corporal punishment including spanking is prohibited
2. No camper shall be subjected to crude or severe punishment
3. No camper shall be denied food or shelter
4. No camper shall be punished for soiling, wetting or not using the toilet
5. Records shall be kept regarding a camper’s behavior which will include the date, time and the camper & staff person involved in the incident.

South Shore YMCA Day Camps- Camper and Guardian Expectations

We believe that a collaborative partnership between families and our camp leadership staff is crucial in ensuring a successful camp experience. The South Shore YMCA Day Camp encourages a team approach with open communication and clear expectations, building a relationship of trust and commitment.

What you can expect from us:
- In depth intake process with inclusion staff if needed, involving parents or other designated support systems.
● Development of an individualized support plan with agreed upon strategies, modifications and/or adaptations to involvement and participation.
● Comprehensive training for all camp staff with a focus on preventative strategies and tools to promote a culture of inclusion for all campers.
● Designated inclusion counselors assigned to provide overall support, providing guidance, modeling and hands on direction to all camp counselors at our three locations.
● Established counselor to camper ratios for each group. If your child requires additional support such as a 1:1, we will work with the family to suggest avenues to obtaining such support and provide guidance on how they can be integrated into our camp team (CORI, SORI, and other requirements).
● There are times we recognize that a camper may require short durations of personalized support from an inclusion staff. If your camper requires this level of support more than we are able to accommodate, we will reach out to you to determine an alternative plan.
● Regular communications during daily check in/ check out. As needed, more formal meetings will be arranged.
● All camp groups will use Visual Schedules, agreed upon group expectation lists, and other preventative regulation tools.
● Behavior guidelines are established and are expected to be upheld by all campers. We will attempt reasonable preventative strategies to help your child stick to the established guidelines, however if your child is unable to meet these safety related guidelines, the Camp Directors will determine a course of action to ensure the safety of all campers.
● The South Shore YMCA does not provide toileting assistance for campers; however we will provide appropriate space for a designated 1:1 aide or family member to provide this for your camper.

What we expect from you the parent, family member or designated support system:
● Daily update on any helpful information that could impact your child’s day.
● That information requested in the intake process is provided in a complete and timely manner, if applicable. The more we know about your child the more we can work together to create the best support plan.
● Disclose an accurate representation of your child’s support system in school or other social recreational settings. If they require a 1:1 or lower ratio than our campers age range/group ratios, we must be made aware of during the intake process.
● Availability to respond during the day for unexpected situations that require attention, and/or to meet as needed to re-evaluate the support plan. If determined that even with inclusion supports the camper has broken a policy, that you or a designee is available to bring the camper home.
● Review your child’s schedule with them daily, and inquire about expectations to help reinforce these preventative strategies.

☐ Check Box: By checking this box the parent/guardian acknowledges the above agreement.

(All parents/guardians must agree to this prior to their campers’ first day of camp)
FIRE EVACUATION PLAN
South Shore YMCA Camp Gordon Clark

Directions for leaving facility: please see plans for each room in the YMCA. A fire drill will take place on the second day of each session.

A roster of all campers for that session will be available for the director along with a list of staff present each day. Each Area Specialist will be responsible for their activity area. If there is not a Specialist than the counselor of each group will be responsible. Staff at no time will ever leave a camper unsupervised.

All doors will have escape route posted so campers and staff can read (picture & words). An alarm will sound in the case of a real fire signaling an evacuation. Designated area to meet that is far away from South Shore YMCA is the YMCA field near the Soccer Field.

**Occupant Response to a Fire**

1. Pull any of the wall mounted fire alarms or radio to main office to report a fire immediately.
2. Immediately notify the Member Service Staff and identify yourself. Camp Director will call 9-1-1.
3. The fire alarm is sounded, or verbal command is given, as required.
4. Immediately exit any building using the exit route designated for your area of the building. Camp will evacuate to the Soccer field across the parking lot. Campers will line up in their groups for a head count and attendance.
   a. Bring all class rosters to account for all students.
   b. Assist those with special needs or mobility issues.
5. Close the door as you are leaving any rooms or buildings. Lock all offices if you are safely able to do so.
6. Camp Director will determine if remaining on SSYMCA property is safe. If determined not safe, camp director will coordinate campers being moved across Mill Street to the former Hanover Mall’s parking lot.
7. Inform COO, Executive Director and Associate Executive Director
8. Wait for an all-clear signal from the Fire Department or other appropriate authority before reentering the building.
9. Staff most involved in incident completes and submits an incident report.

   All fire drills will be dated and documented. Records will be kept in the camp office with the camp registrar.

**DISASTER PLAN**

**GENERAL**
In the case of any type of disaster/emergency advisory by the local authorities, all campers will be evacuated to a safer area. All Directors/Specialty Staff will go to each program area and blow whistle, signifying an emergency and all campers need to report to the designated area.

**TORNADO or HIGH WINDS**
In the case of a tornado campers will be moved inside in the gym of the YMCA. They will be kept away from any/all glass windows.
Camper should crouch down on floor with hands covering back of head and neck.

If any groups cannot make it to a suitable indoor structure, they should lie flat in the nearest ditch or depression and use hands to cover their heads.

**FLASH FLOOD**
Camp Director will be responsible for evacuating all low-lying areas and move to higher ground avoiding small rivers and streams.

Staff & campers should not walk through flowing water more than ankle deep.

**LIGHTNING**
When campers are outside they will be moved inside to the YMCA facility. If anyone feels their hair standing on end, should squat down with head between knees (not lying flat). Everyone should avoid isolated trees or other tall objects, bodies of water, sheds or fences.

**CHEMICAL SPILL**
In the event of a chemical spill campers will be evacuated to the parking lot of the Hanover Mall, across Mill Street.

**WILDFIRE**
Camp Director will be responsible for listening to local TV or radio broadcasts for updated emergency information. Staff will follow the advice of local officials regarding best escape routes, considering that wildfire can change direction quickly.

Anyone trapped
- should crouch in a pond or river
- lie flat and cover body with wet clothes or soil
- if no water, look for shelter in a cleared area or among a bed of rocks
- breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke

**LOST CAMPER PLAN**
In the case of a lost camper all camp groups need to report to designated area to be accounted for by Head Counselors and Camp Leadership staff.

**DESIGNATED AREA:**
- Lower Camp – Soccer Field
- Upper Camp – Camp Driving Circle
- Sports and Specialty – Former Archery Field

The camper’s name and age should be reported to the Camp Director/Asst. Director, as well as where the camper was last seen, what camper was wearing and any other information that would be helpful. Associate Executive Director of the YMCA will be informed.
- Specialists and Coordinators will have predesignated locations to investigate:
○ Specialists – sweep behind the YMCA building and along the back paths of ropes course
○ Upper Camp Coordinator – sweep the areas around the outdoor courts and out to the former archery field
○ Lower Camp Coordinator – sweep the parking lot by the soccer field
○ Inclusion Specialists and Director – sweep the main building including tennis courts and tennis bubble
○ Arts Camp Director – sweep the LCA and surrounding area
○ Camp Directors – coordinate sweeps from the soccer field with all parties involved

Each counselor will count their campers and be responsible for their group and report to their coordinator the attendance of the group.

Office attendance records should be checked to make sure camper was not picked up.

Notify emergency 911 if camper is still missing and relay all pertinent information to the dispatcher.
  ● If 911 is called, the registrar will immediately contact the camper’s emergency contact.

**Additionally, we will adhere to the action steps put forth by the SSYMCA Emilson Branch’s emergency procedures to assist within the branch:**

1. Take down the flowing information on the “Missing Person Info form” located at Welcome Center:
   a. Name, last seen location, description, gender, what they are wearing including shoes, hair color, height, special features
2. Staff will make a call of phone intercom (“Page All”) and 2-way radio: “Code 9” to Welcome Center Desk.
3. As building staff arrive, show them the information form including all the details of the missing person.
   a. Do not hesitate to ask members to help this process if staff help is low.
4. Once info sheet is read, staff begin assigning one of the color of location cards by closest proximity to the last seen location.
5. As staff return without finding the person, continue assigning same color cards until all areas are cleared.
6. Once all areas are cleared, begin the process again with the other color set of cards.
7. Repeat until person is found or you feel the situation is not resolving.
8. Call 911 when you feel the situation is “just not right”. This will be a judgement call. Use your instincts.
9. Follow directions from the authorities.
10. Inform the COO, Executive Director, Associate Executive Director and supervisor.
11. Complete and submit an incident report.

**LOST SWIMMER PLAN**
In the case of a lost camper at the pool area, the lifeguard will blow the whistle and clear the pool and call for a buddy check and a group check. At this time, all campers will find their buddy
and sit with him/her. Counselors will also count their campers in their own group. Counselors are always responsible for the whereabouts of the campers in their group.

Local emergency personnel will be contacted if necessary. 911 will be called. YMCA Executive Director or Associate Executive Director will be informed immediately.

Lifeguards will be responsible for searching every inch of the swimming pool. Lifeguard staff will be responsible for checking bathrooms/locker rooms. All swimmers will be moved by their counselor back to the drop-off/pickup area of camp.

Aquatics Supervisor & Camp Directors would be responsible for interviewing any witnesses to confirm last seen location.

**TRAFFIC CONTROL PLAN AND CAMPER RELEASE POLICY**
Traffic will be coordinated by the Camp Directors with assistance of other YMCA directors as well as area specialists. At the time of registration, each parent/guardian will complete the Camper Information Form, that has the authorized pick-ups. This form gets printed and placed with the head counselor each week. At the time of pick-up, the counselor will reference the Camper Information Form and compare with a photo ID. No camper should be released to anyone, unless they are on the authorized pick-up list.

**UNRECOGNIZED PERSONS ON CAMP PROPERTY POLICY**
If a staff person sees an unrecognized person on camp property they are to approach them with another staff member; preferably a Camp Leadership person if nearby. They are to inform the unrecognized person that the Camp Facilities are in use for Camp and they can return after camp hours.

**CONTINGENCY PLANS**

**Registered campers who fail to arrive**
Each morning campers will be checked in on the attendance sheets when they arrive at camp. Parents are asked to inform the Camp Office by phone of any absences. Any camper who does not arrive after two days will be called on the telephone to confirm their whereabouts.

**Campers who appear who are not registered**
All parents will be required to check in upon arrival to camp. On the first day of each session, campers/parents will check in at the registration area. Full time YMCA staff will be on hand to properly staff the registration area. If a camper / parent arrive and are not registered, they will be turned away. If during the day, a child appears who is not a registered camper, the child will be kept in the office and an attempt will be made to contact parents/guardians. If parents/guardians cannot be contacted after an adequate period of time, the police will be contacted.

**Campers who fail to arrive at end of day at pick-up**
Counselor would notify the director if a camper was missing and we would begin the Search & Rescue procedure outlined in the ‘Lost Camper Plan’ section. The Camp Director will double check with the YMCA to confirm roster for that session.

**Campers who are not picked up at the end of the day**
If a camper is not picked up at the end of the day, the child will stay with the Director on duty and a call will be placed to the parents/guardians. If parents/guardians cannot be contacted after an adequate period of time, the police will be contacted.

**Campers who arrive at camp, but are not registered for camp**
The camper and parent will be directed to the Camp office where they will work with our registrar to see if there is any availability for them to attend camp that week. If they are able to get registered a member of the Leadership team will escort them to the group adding them to the roster and giving the counselor a camper information form to add to the binder.

**FIELD TRIPS**
Off-site camps include the following
- Voyagers (ages 13-14)
- Golf Camp (ages 7-11)

For all campers attending Voyagers field trip camp, an itinerary will be emailed home the week before the session begins.

A minimum of one staff member attending both Voyagers and Golf Camp will meet the Health Care Supervisor guidelines.
- 18+ years old
- First Aid and CPR Certified

The Health Care Supervisor for each of the above groups will have access to the campers health records. They will also have a locked bag with any medications for their campers and a first aid kit present at all times.

**TRANSPORTATION**
All staff who will be operating a vehicle for camp purposes, must complete and pass the South Shore YMCA Consent to Examine Driving Record Form.

All vehicles used to transport campers are covered by the Commercial Insurance Policy of the South Shore YMCA.

Vehicles will be School Pupil Transportation (7D) vans owned by the South Shore YMCA as well as one 15-Passenger Mid Roof Ford Transit Van rented from Green Vans.
- Any operator of the 7D vans have undergone the proper certification and training to operate the 7D van.
SOUTH SHORE YMCA
CONSENT TO EXAMINE DRIVING RECORD

Date:______________________  Branch:_____________________

Name of Driver:

_____________________________________________________________________________
(Last)                                  (First)                              (MI)

Address:______________________________________________________________________

_____________________________________________________________________________
Street

City/Town                                   State                           Zip

Date of Birth:______________________________________
  Month/Day/Year

Driver’s License Number:___________________________________

I authorize the South Shore YMCA and its insurance agent to conduct a review of my driving record through the Registry of Motor Vehicles in Massachusetts or where I am licensed to drive a motor vehicle. This review will determine my initial eligibility to drive company-owned vehicles. This review will also be performed on a periodic basis, to determine continuing eligibility. In addition, I agree to notify my supervisor immediately of any motor vehicle violation that may cause the loss of my driver’s license.

___________________________________  _______________________
Employee Signature                 Date

____________________________________________________________________
Please print name here
STAFF QUALIFICATIONS

DAY CAMP DIRECTOR
- Veronica Frank - Full Time
  ○ DOB: 12/12/1995 (27 y/o)
  ○ Employed at Camp Gordon Clark since 2014
- Elisabeth Grant - Part Time
  ○ DOB: 06/26/1997 (25 y/o)
  ○ Employed at Camp Gordon Clark since 2013

AQUATICS DIRECTOR
- Justin Loughlin
  ○ DOB: 05/22/1997 (25 y/o)
- Paul (Tripp) Kelly
  ○ DOB: 08/03/1994 (28 y/o)

HEALTH CARE POLICY

HEALTHCARE CONSULTANT
Name: David Irons
Address: 191 Independence Ave
Quincy, MA 02169
Telephone: 617-773-5070

HEALTH CARE SUPERVISOR(S)
1. Elisabeth Grant – Camp Director
2. Veronica Frank – Camp Director
3. TBD- Nurse
4. Hannah Kirby- Voyagers Coordinator
5. TBD- Golf Camp Lead Staff

EMERGENCY TELEPHONE NUMBERS:
Fire: 911
Police: 911
Rescue/Ambulance: 911
Poison Control Center: 1-800-222-1222

HOSPITAL(S) utilized for EMERGENCIES Name:
South Shore Hospital
Address: 55 Fogg Road
Weymouth, MA 02190
Telephone: 781-340-8000

Health Care Information
Camper Information is collected at registration through online, SGA registration including emergency contact & authorized pickup names and numbers; medical information, current medications and allergies.

Physical/immunization records for Staff and Campers must be submitted when registering in person or before attending camp sessions. SSYMCA Day Camps has moved to an online camper physical system called Camp Docs. CampDocs is a safe and secure means to upload physicals/immunization records and allows us to easily share materials between nurses at our different camp sites. All profile documentation must be completed prior to attending camp.

- Link to upload physicals is as follows: https://app.campdoc.com/!/home/auth/login
- CampDoc has support lines if you are having difficulty. Here is a link to our Support Site database (https://support.docnetwork.org/hc/en-us) which includes helpful articles on utilizing the CampDoc platform. CampDoc also has a Support Team available to answer questions about using CampDoc. They can be reached at support@campdoc.com or 734-619-8300.

**EMERGENCY PROCEDURES** (transportation method & notification of parent)
Administer immediate first aid. Contact parent or emergency contact if applicable. Transport camper via ambulance with staff person. Child’s information sheet and physical form should accompany the child.

**EMERGENCY PROCEDURES** (if parents cannot be contacted)
Continue trying to contact parent or emergency contact.

**EMERGENCY PROCEDURES** (when off premises)
All children’s information sheets and physical forms along with any medication are taken on the trip. Staff are made aware of the nearest phone, in addition to the cell phone each director has. Staff will also designate an area that will be considered our home base for the day – campers will be made aware of this area in case someone gets lost.

**PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT**

- Location of first aid kits: Camp Nurses Office, one with each group
- Location of first aid manual: First Aid Kit
- First aid is administered by: (Camp Nurse), (Certified Nursing Assistant)
- First aid kits are maintained by: (Camp Nurse)
- Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2 inch roll- flexible gauze bandage, 1 inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, nonperfumed soap, mask- 1-way valve.

**PLAN FOR INJURY PREVENTION AND MANAGEMENT** (monitoring the environment)
Each specialist/unit director will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. Camp Nurse, and Camp Directors, will be notified immediately of all concerns.
PROCEDURES FOR REPORTING SERIOUS INJURY/IN-PATIENT HOSPITALIZATION/DEATH OF A CAMPER OR STAFF PERSON TO THE DEPARTMENT OF PUBLIC HEALTH

A report (prescribed by the Health Department) will be completed for each serious injury or fatality resulting in a camper/staff being sent home or transported to the hospital/physician where a positive diagnosis is made. This report will be sent to the Health Department accompanied with a phone call concerning this matter.

PROCEDURES FOR INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN, INCLUDING TIME FRAME AND DOCUMENTATION.

Any and all serious injuries that occur at camp (including all injuries that occur from the neck up), will result in immediate phone calls to parents from the Camp Nurse.

PLAN FOR INFECTION CONTROL & MONITORING

Parents are aware that they must notify the camp director if their child has a communicable disease. When this is done the director will send a notice home informing all other campers that such a situation does exist. This will be immediately reported to the local board of health and the child will not be admitted back into camp unless accompanied by a doctor’s note stating that the child is no longer contagious.

MENINGOCOCCAL DISEASE AND IMMUNIZATION INFORMATION

Attached to the Camp Gordon Clark weekly email we will attach the Meningitis Factsheet found on the mass.gov website. https://www.mass.gov/service-details/meningococcal-disease

PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS

All staff have attended an OSHA training regarding blood and exposure. Blood will be cleaned up using rubber gloves and disposed of in the proper hazardous waste bags. The area will be cleaned with the appropriate cleaning solutions.

EMERGENCY PLAN FOR THE EVACUATION OF THE PROGRAM OR FACILITY

1. Each door in every room we use has the evacuation plans posted where the campers can read them
2. Children will be lead out of the building by their counselor
3. The Camp Directors will be responsible for checking all rooms after evacuation
4. The director will meet all the children & counselors at a predetermined location where the director will account for all the children in camp
5. Evacuation drills will take place once every session
6. The director will document date, time and effectiveness of each drill

PLAN FOR ADMINISTERING MEDICATION

Dr. David Irons, our Health Care Consultant will be available at all times for consultation. He will oversee a written policy for the administration and storage of all medications.

Health Supervisor: (Camp Nurse)

These people:
- Are over the age of 18
- Are Certified in First aid & CPR
- Can safely handle and administer medication properly
- Can keep proper records
- Demonstrates accurate notations on the record
- Will contact Health Consultant with any questions
- Can utilize the “911” emergency system
- Will assure confidentiality

All medication prescribed for campers shall be kept in its original container with a current date, the name of medication, patient’s name, doctor’s name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse’s Office and will only be opened to administer the medication. This medication will be administered by the Health Supervisor.

*Exception: Campers may be allowed to self-medicate themselves using a prescribed Epi-pen or inhaler and the parent/guardian and camp health care consultant can give written approval for their Camp Counselor to carry these medications with them in the group’s First Aid Kit which will remain with the counselor throughout the day. At the end of each day, these first aid kits will be locked in the camp office and counselors will pick them up each morning.*

Our Health Consultant, Dr. David Irons will sign off on this medication given out at camp. Parents will also have to sign an authorization form before medication will be distributed at camp. The Health Supervisor will keep accurate record of all medication that is dispensed daily.

**PLAN FOR RETURN OR DESTROYING UNUSED MEDICATION AT CAMP**

When medication is no longer needed and cannot be returned, the Health Care Consultant, with a witness present, will destroy any medication and make a record of this action in their medical log.

**PLAN FOR THE CARE OF MILDLY ILL CAMPERS**

The child will be removed from the group and brought to the Nurse’s Office where she/he can rest quietly on a cot with a pillow. Parent will be contacted and the parent may be asked to pick-up child from camp. Camp Nurse will document this in the medical log.

**PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/OR OTHER EMERGENCY MEDICAL INFORMATION**

Camp Nurses will be responsible for reviewing all physical forms which will indicate allergies and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

**PROCEDURE FOR HANDLING SERIOUS INJURY**

If the YMCA staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child’s medical form will accompany the child to the hospital.
SUNSCREEN POLICY
Parents/guardians are now required to sign and agree to the below sunscreen policy when completing their registration in SGA.

Parents/guardians should provide sunscreen for use during the day.

Sunscreen sent to Camp should be placed in a sealed plastic bag and labeled with the child’s first and last name.

Day Camp families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day. Upon receipt, counselors will place sunscreen in their backpacks that will be in their possession throughout the day. Any remaining sunscreen will be sent home Friday, the last day of camp. During the camp day, Camp Staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin areas.

Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. When staff notices these reactions, they will report them to Nurse who will contact the camper’s family. If, for any reason, counselors cannot apply sunscreen on a camper, the camper may be limited in their participation in outdoor activities. If parents/guardians have more than one camper attending camp, we ask each camper have their own supply of sunscreen so that it is readily accessible throughout the camp day.

Camp strongly recommends that parents/guardians provide a UV rated swim shirt for use at the waterfront and a hat for use throughout the day. All shirts and hats should be labeled with the camper’s name.

DRAFT – EMERGENCY DRILL LOG SHEET

South Shore YMCA
Emergency Procedure Drill Log Sheet

Date: Time:
Procedure(s) drilled on:
Drill Run By:
Employees Participating: (list all those who attended)
Description of Events:

Areas of Improvement / Learnings:

Submitted by: