|  |  |  |
| --- | --- | --- |
| Austin SmithDeputy Director Recreation & BeachPhone: (508)487-1632Email: asmith@truro-ma.govAdam LeitermanProgram SupervisorPhone: (508) 776-5019Email: aleiterman@truro-ma.gov | Shape  Description automatically generated with medium confidence | 7 Standish WayNorth Truro, MA 02652Phone: (508)487-1632Fax: (508)487-0854www.truro-ma.gov/recreationMailingP.O. Box 2030Truro, MA 02666 |

**Truro Recreation & Beach Department**

**Truro Recreation Out-of-School-Time Community Sustainability Program**

**Participant Health Policy Handbook**

**7 Standish Way**

**North Truro, MA 02652**

**(508) 487-1632**

**2023-2024**

**Table of Contents**

[HEALTH & PARTICIPANT ILLNESS 1](#_Toc153273379)

[FIRST AID SUPPLIES 1](#_Toc153273380)

[EMERGENCY PROCEDURES 2](#_Toc153273381)

[MEDICATION ADMINISTRATION 2](#_Toc153273382)

[ALLERGIES 3](#_Toc153273383)

[INJURY PREVENTION 3](#_Toc153273384)

[MANAGING INFECTIOUS DISEASE 3](#_Toc153273385)

[PLAN FOR INFECTIOUS DISEASES](#_Toc153273386) 3

[INFECTION CONTROL 4](#_Toc153273387)

# **CONTACT INFORMATION**

**Administration**

Truro Recreation & Beach Department508-487-1632

Damion Clements, Director of Community Services508-487-1632 ext.322

Austin Smith, Deputy Director of Community Services508-487-1632 ext.320

**On-Site Administration**

Adam Leiterman, Out-of-School-Time Program Supervisor508-776-5019

**Emergency Information**

All Emergencies911

Police508-487-8739

Fire Department, Ambulance and

Emergency Medical Services 508-487-7548

Poison Control800-222-1222

Cape Cod Hospital508-771-8100

Outer Cape Health Services508-349-3131

MA Emergency Management Agency508-820-2000

Health Care Consultant – Beth Cook508-487-1558

# **HEALTH & PARTICIPANT ILLNESS**

Health information shall be provided by parents/guardians and are stored electronically in MyRec memberships. Additionally, registration forms will include medical history and information regarding allergies, medications, emergency telephone numbers and the child’s physician’s phone number.

Children who are not seriously ill or injured will be given first aid and kept in a quiet area on a sleeping mat until parents can be contacted and can arrive to pick up their child. A CPR/First Aid qualified staff member will remain with the child until the parent/guardian has arrived for pick up.

Mild symptoms include stomach aches, headaches, minor aches and pains, nausea without vomiting, minor scrapes or bruises. The child’s temperature will be taken, and if their temperature is less than 100.4 they will be permitted to stay. A temperature reading over 100.4 will require the child to go home. Those children who are seriously ill or injured will be given first aid and the emergency telephone numbers listed on the registration form will be used for early pick up of the child. In case of critical illness or injury, or injuries beyond minor first aid, 911 will be called first, and then the parent’s emergency number(s) will be called.

While on field trips, children who are not seriously ill or injured will be given first aid and kept in a quiet area until return time. Those children who are seriously ill or injured will be given first aid and the emergency telephone numbers listed on the registration form will be used for early pick up of the child. In case of critical illness or injury, or injuries beyond minor first aid, 911 or the local emergency number will be called first, and then the parent’s emergency number(s) will be called.

#

# **FIRST AID**

Each OSTP staff member will always have a first aid bag with them. Additional first aid supplies will be kept in a secure cabinet in the office. Supplies will be inventoried on the first of each month and refilled as needed.

          Contents of first aid kit

          Adhesive bandages (assorted sizes)

          Adhesive cloth tape

          Instant cold compress

          Non latex gloves

          Roller bandage

          Sterile gauze pads

          Non-contact thermometer

          Tweezers

          Tissues

 Scissors

# **EMERGENCY PROCEDURES**

In the case of any physical injury requiring a child to be transported for medical reasons, the Truro Fire and Rescue Department will be called. In case of emergency evacuation, such as power outages or inclement weather, every parent will be contacted immediately. Depending on the severity of the situation, parents may be asked to pick up their children as soon as possible at the program. In more severe situations, Truro Fire and Rescue will transport children to the Truro Fire Department. In these cases, parents will be instructed to pick up children at the Fire Department, located at [344 Route 6, Truro, MA 02666](https://www.bing.com/ck/a?!&&p=6ccce98093d399cfJmltdHM9MTY5OTIyODgwMCZpZ3VpZD0yOWI4YzFlOS1hMTY0LTY5N2ItM2UxYS1kMmEzYTBiYzY4MWYmaW5zaWQ9NTYxNQ&ptn=3&hsh=3&fclid=29b8c1e9-a164-697b-3e1a-d2a3a0bc681f&u=a1L21hcHM_Jm1lcGk9MTI3fn5Vbmtub3dufkFkZHJlc3NfTGluayZ0eT0xOCZxPVRydXJvJTIwRmlyZSUyMERlcGFydG1lbnQmc3M9eXBpZC5ZTjg3M3g0MzQwODE3MjEyMjE1MDAwMSZwcG9pcz00Mi4wMjIxMjkwNTg4Mzc4OV8tNzAuMDc0MjQ5MjY3NTc4MTJfVHJ1cm8lMjBGaXJlJTIwRGVwYXJ0bWVudF9ZTjg3M3g0MzQwODE3MjEyMjE1MDAwMX4mY3A9NDIuMDIyMTI5fi03MC4wNzQyNDkmdj0yJnNWPTEmRk9STT1NUFNSUEw&ntb=1) when it is safe to do so. In these cases, at least one staff per every 13 students will remain with the children until parents have picked up every child.

A designated staff person is responsible for the Emergency Information binder. The Program Supervisor or, in their absence, a Program Leader is responsible for the final count of all children on the attendance list.

# **MEDICATION ADMINISTRATION**

The OSTP staff may not administer any medication whether prescription or non-prescription. Please reach out to the Recreation Department if this presents a problem.

# **ALLERGIES**

The OSTP is an *allergy aware* childcare program. Peanut butter, peanuts, foods containing peanut butter and peanuts are prohibited. Allergies and medical conditions will be shared between OSTP staff and stored in the emergency information binder. In cases of extreme allergies, the OSTP will prohibit these foods and materials if it presents a health and safety risk. We serve and suggest sunflower seed butter as a substitute.

# **INJURY PREVENTION**

Both the first aid kit and the emergency numbers will be taken on all field trips. In the event of any injury, either at the facility or on a field trip, the injury will be documented to include name of child, date, time and location of injury, names of witnesses, names of person who administered first aid or medical care and first aid or medical care required. This information will be kept in the child's file, as well as in the OSTP injury log.

All serious behavioral incidents, accidents, property destruction or emergencies will be recorded by staff and will be reviewed by the Program Supervisor.

OSTP follows the playground safety procedures established by the Truro Central School. Please see the TCS handbook for more information. Every effort is made to maintain a safe environment for the child. Should an injury occur, first aid will be administered. The injury will be documented on the accident/incident log and the Parent/Guardian will be notified.

# **MANAGING INFECTIOUS DISEASE**

Children who exhibit signs of suspected contagious conditions shall be excluded until they have seen a health care provider who has determined that they are not contagious to other children. OSTP will follow the TCS procedures of disease control and prevention as listed in their handbook and Health Office Home Page.

# **PLAN FOR INFECTIOUS DISEASES**

In general, the criteria that will determine whether a child is excluded from the program include:

a.   Children who do not feel well enough to participate in daily activities

b.   Children receiving medication for an infectious/contagious condition are excluded for at least 24 hours after medication has been started

c.    Children with chicken pox, hand-foot-and-mouth disease, active diarrhea, or draining lesions

d.   Children with a fever over 100.4 degrees

e.   More than one episode of vomiting

Any child sent home from the OSTP program because they exhibit any of the above symptoms or conditions will not be allowed to return for 24 hours unless accompanied by a doctor’s note stating the child is in good health.  Children absent from school will not be accepted into OSTP for that day.

# **INFECTION CONTROL**

Staff and children shall wash their hands after using the restrooms and before handling and/or eating food. Children will be accompanied to the restrooms for hand washing prior to snack.

All tables and benches will be cleaned and disinfected before and after use. Paper products will be used during snacks.

All children will be removed from potential infectious areas. Staff are to wear protective gloves and dispose of blood spill materials separately from children’s areas.

Children and staff will 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 the following times: before eating or handling food, after toileting, after coming into contact with bodily fluids and discharges, after handling animals or their equipment, and after cleaning.

To properly sanitize, OSTP staff will clean all equipment, items or surfaces using the “green cleaning” methods, techniques and products supplied by the Truro Central School.

Disposable gloves will always be available for clean-up of blood spills and bodily fluids. The effected area shall be disinfected. Used gloves will be thrown away in a lined, covered container. All staff will thoroughly wash their hands with soap and water after cleaning up the bloodied area. Bloody or soiled clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parent/guardian at the end of the day.

All cleaning supplies are kept in custodial closets away from children.