

## **Medical Policies and Procedures**

### **Medication Policy**

By law, medications can be administered to a child only under the following conditions:

- Parents must complete and sign a medication authorization form.
- Prescription Medication must come in its original prescription container with medication name, dosage, directions, physician's name, pharmacy name, and telephone number. Over the counter medications must be accompanied by a doctor's note which prescribes the medication and gives the dosage instructions.
- All medication is to be given directly to the Site Supervisor, Center Director or child's Teacher.
- Cough drops are **not permitted** in any Child Care Program.

### **First Aid**

All YMCA Staff are trained in First Aid. To treat for minor injuries the YMCA will use soap, water, ice (if needed) and a Band-Aid. A form will be completed and given to the designated pick up person to help keep parents informed of any minor injury.

### **Injury/Medical Emergency Procedures**

In the event that a child is injured, sick or in need of emergency medical attention, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the YMCA will then notify the contact person on the child's emergency paperwork. Child must be picked up from program within one hour of notification. When warranted, Emergency Medical Services will be notified immediately.

### **Safety and Insurance**

While in the YMCA program, every precaution is taken to assure that each child has a safe and fun experience. If an accident should occur while in our program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

**Illness:** We are concerned with the health and welfare of each child. In order to prevent illness from being spread to classmates, please observe the following guidelines:

- Children may not attend school with fever, vomiting, or diarrhea. (Allow 24 hours before returning).
- In the event that your child becomes ill at school, a staff member will contact you. Upon notification, we require that your child be picked up from school within one hour.
- Children sent home from school must be free of symptoms, (i.e., fever, vomiting) for 24 hours before returning to school.
- Please contact the Director or Supervisor of your site if your child will not be attending the Program.