

Health Care Policy 2024 – 2025

Arlington Fire Dept.	911	(non-emergency – 781-316-3800)
Arlington Police Dept.	911	(non-emergency – 781-643-1212)
Arlington Ambulance	911	
Mass. Poison Control Center		1-800-222-1222, 617-232-2120
Arlington Department of Public Health		781-316-3170

Nearest Emergency health care facility:

1. Lahey Clinic Medical Center 781-744-8100 = emergency room number
41 Mall Road
Burlington, MA 781-744-5100 = main number
2. Mt. Auburn Hospital 617-499-5025 = emergency room number
330 Mt. Auburn Street
Cambridge, MA 02238 617-492-3500 = main number

The Bright Start Health Consultant is:

Dr. Sarah Sheldon M.D. 781-867-9220
Purple Crayon Pediatrics
22 Mill Street
Arlington, MA 02474

Emergency Procedures

All children attending Bright Start must complete an up-to-date authorization and medical release form on ProCare. This form identifies; 1) individuals to contact in case you, the parents, are not available; 2) your child's pediatrician; 3) and the hospital to which you prefer your child go in an emergency (if the child is taken by the Arlington Fire Department ambulance or another emergency vehicle, it is probable that the child will be brought to the nearest appropriate medical center).

If your child becomes seriously ill while at Bright Start, you will be notified and asked to pick up your child as soon as possible. Your child's pediatrician may also be called if the situation warrants such attention.

In case of an accident, the following will occur depending upon the severity of the injury. If the injury is minor, simple First Aid will be applied on the spot and you will be notified at the time, or when you pick up your child. If the injury is more severe, you and your pediatrician will be called immediately. If neither parent can be reached right away, your emergency contact person will be called and asked to arrange for the child to be taken to the doctor if that seems advisable. If the accident is very serious, the Arlington Fire Department will be contacted and asked to provide emergency care to your child. Simultaneously, Bright Start will call both you and your child's pediatrician to arrange for your child to be met at the hospital.

In all cases of a serious accident, an accident report will be completed and a copy will be given to you. Copies of the accident will also be kept on file at Bright Start.

Children with chronic medical conditions such as asthma, allergies, diabetes, ADHD, or others, must have an Individual Health Care Plan filled out by the child's physician and parent. This will be kept on file or with the child's EPI pen if required.

Please be assured that Bright Start's health care policies are in conformance with the recommendations set by the Massachusetts Department of Health and Department of Early Education and Care and are reviewed regularly by our health care consultant. Each staff member receives a copy of these policies and is trained in their implementation during staff orientation. Also, the Bright Start teachers are all Red Cross-certified in First Aid and CPR. Further details of Bright Start's health and emergency policies, including staff responsibilities for emergency and preventive health measures are available for your review upon request.

If an emergency occurs while off the premises, parents will be contacted via cell phone. Emergency information accompanies all staff when children are outside, on field trips or at other facilities.

First Aid Equipment

The First Aid Kit and manual will be located in the white cabinet next to the phone. First Aid will be administered when necessary by the Bright Start staff. The First Aid Kit will be maintained by Lyndsay McCaffery and Olly Jay. The contents of the First Aid Kit will include: band-aids, hydrogen peroxide, alcohol pads, gauze, ace bandages, first aid cream, Aquafor, a thermometer, ice pack, tweezers, and plastic gloves.

Injury Prevention

The Bright Start staff shall monitor the environment daily and will contact school maintenance to remove or repair any hazard that may cause injury. All toxic substances, poisonous plants, medications, sharp objects, matches and other hazardous objects will be kept in a secured place and out of reach of children.

If a serious injury should occur, an injury report will be filled out by staff and will be presented to a parent for a signature. A copy will be given to the parent and the other will be kept in the child's file. If the emergency is serious, requiring hospitalization or medical attention a call will be made to the Department of Early Education and Care within 24 hours and a written report will be sent to the Department of Early Education and Care within 48 hours. The report will contain the name of the child, the date, time and location of the injury, the description of the injury and how it occurred, the name of witnesses, the name of the people who administered First Aid, and the first aid and medical aid required.

A central injury log will be kept by the Bright Start staff and any injury will be recorded within 24 hours of its occurrence.

Infection Control

The children and staff will be required to wash their hands with liquid soap and running water before eating and handling food, after toileting, after coming into contact with body fluids and discharge, after handling animals or their equipment and after any cleaning.

Sanitation procedures include cleaning items and surfaces with a disinfectant solution. Disposable gloves shall be used for the clean-up of blood spills and bodily fluids. The affected area will be disinfected; the gloves will be disposed of along with the other waste in a double bag. Any bloody clothing shall be sealed in a plastic container labeled with the child's name and returned to the parent at the end of the day.

The Emergency Plan for Evacuation

In the event of a fire or an emergency requiring evacuation, the staff will follow the instructions posted at the nearest exit. The designated leader will lead the children out of the building and the teacher will check for stragglers. Once outside and gathered at the designated meeting place the teacher will do an attendance check to make sure all children are safely evacuated. An evacuation/fire drill will be conducted on a monthly basis. Olly Jay will document the date, time, and effectiveness of each drill.

In the event of a natural disaster, loss of power, heat or water, the children will be advised of our safety procedure by the teacher.

Dispensing Medication

In accordance with state regulations, prescribed drugs can be administered to children by the Bright Start staff only under the following circumstances. The medication must be a current prescription in its original container with the child's name, date, identification of the medication, dosage and special instructions clearly marked. Non-prescription drugs, in their original container and not out-of-date, can be administered to children by the Bright Start staff only with written instructions (including dosage) of a physician. In all cases, Bright Start also requires a written request from the parents with instructions as to dosage and dosage times. In special cases, such as bronchial inhalers for asthmatic children, children may be permitted to administer their own medication with staff supervision. Once again, written instructions from the physician and written parental consent are required. A written record of all medications administered to your

child while at Bright Start Afterschool will be kept in your child's file. When sending prescription medicine, it must be accompanied by the Medication Consult Form which we can provide you. The initial dose from that bottle must be given by the parents, not by Bright Start staff.

If a child complains of a headache or a fever develops, Bright Start staff must get permission from the parents to administer children's Tylenol or Motrin. The staff person must note the time and amount given and inform the parent when s/he arrives.

Illness

Illness in children is a very difficult area to manage in a program such as Bright Start. On the one hand Bright Start is not equipped to look after sick children. On the other hand, parents rely on the program to provide care on a regular basis and cannot stay home for their child for every little snuffle. Bright Start always tries to balance these conflicting needs and asks you to do so also. If a child is not well, please do not have him/her attend the program. It is important to realize that in a group situation such as this, illnesses spread rapidly in spite of everyone's best efforts. Parents will be notified by letter and a note will be posted on the Bright Start door when any particular contagious disease has appeared among the children.

Should your child become ill and exhibit conditions listed below, he/she will be isolated as much as possible from the group on a comfortable mat. There are several instances according to the Department of Health's exclusion policies when parents must be called and asked to pick up their child as soon as possible. If your child gets a fever of 100 degrees or more during the school day, you (parents) will be notified to pick up your child via phone and/or the Procure App. Other conditions that necessitate picking up your child are: vomiting, diarrhea, contagious diseases, continuous nasal discharge, harsh coughing or sore throat. Please arrive promptly, as this is in the best interest of your child and the program. The child will be made as comfortable as possible on a rest mat until the parent arrives to pick them up. If you are unavailable, one of your emergency contacts will be called to pick up your child. This is clearly not the preferred procedure but will be done to insure the comfort of the child and to allow the program to continue unencumbered. If your child does not attend school, we ask that you not bring him or her to the Bright Start Afterschool that same day. She/he must be free of symptoms for 24 hours before returning to school.

If there is an outbreak of a contagious disease, it will be reported to the Health Department.

Allergies

A list of children with allergies will be kept in prominent places with instructions for treatment. Bright Start staff will be trained in the use of EPI pens. All enrollment information sheets require information about the child's allergies or other medical conditions.

Storage of Toxic Substances, Medications, and Hazardous Items

Toxic substances, non-refrigerated medications, and hazardous items will be stored in the white cabinet next to the phone.

Chicken Pox Vaccine

Bright Start requires that you answer the question on the Information Form concerning Chickenpox Vaccine. Please make sure you indicate if your child has had the vaccine or if you have elected not to have the vaccine.

Smoking

Smoking is not permitted in any location in or around the Bright Start facility.

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Reporting of Child Abuse or Neglect

The Bright Start Afterschool Program shall protect children in its care from abuse and neglect and shall report such incidents to the Department of Social Services. As required by law (M.G.L.C.119, S.51A), all Bright Start teachers are mandated reporters of child abuse or neglect including physical, sexual and psychological. Specific, formal procedures are followed in cases of suspected child abuse or neglect. All teachers are given copies and trained in these procedures.

Prevention of Abuse and Neglect

Bright Starts written reporting procedures are:

- (1) The staff member will alert the Program Director.
- (2) The staff member will immediately file a report to the Department of Social Services.
- (3) The Department of Early Education and Care will be notified immediately after filing a 51A report alleging abuse or neglect of a child while in the care of the program or related activity.
- (4) The procedure will include ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the investigation by the Department of Social Services is completed and such further time as the Office requires.

Prohibition Statement

Bright Start prohibits:

1. Spanking or other corporal punishment of children
2. Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
3. Depriving children of meals or snacks
4. Force feeding children
5. Disciplining a child for soiling, wetting, or not using the toilet: forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.