

The following document introduces you to the formal policy for students with medical conditions and the medical packets attached holds all the necessary paperwork to properly establish how STC will handle your child's emergency needs. This policy meets all ADA requirements and matches policies signed off by the U.S. Justice Department.

Policy for Administering Emergency Treatment to Children with Special Medical Needs:

The facilities of Seaside Training Center are not free of allergic hazards. The facilities contain dust and allergens from the external environment; "chalk dust" (calcium carbonate) used in gymnastics exercises; food residues (including peanut residues from peanut butter and peanuts); cement and concrete dust; foam aromatics and fragments of foam from pits and mats; construction adhesives; personal soaps and perfumes; residues from cleaning and sterilization solutions; insect and rodent remains and wastes; human wastes, excretions and excretions; and, possibly, other allergic hazards that have not been identified yet.

Children with allergies, diabetes, asthma, seizures, HIV, and other medical conditions may enroll at Seaside Training Center and, if their parents notify us of such conditions, exceptional arrangements are to be undertaken for their care.

Specifically:

1. Disclosure and Documentation

- a. The parent of a child with a severe allergy, diabetes, asthma, or HIV positive status must disclose the condition on the registration form to STC when registering the child.
- b. When a parent registering his/her child discloses on the registration form that the child has an asthmatic, allergic, HIV or diabetic condition that must be considered for that child's proper care, the Hospitality Staff shall give to the parent and the parent shall complete the appropriate Authorization for Emergency Care form associated with the child's medical condition:

1. Allergy

2. Diabetes

3. Asthma

4. Seizures

5. Other Severe Medical Conditions

6. No form is required for HIV positive children, but the child's HIV positive status must be disclosed.

- c. Form(s) must be completed by both the parent(s)/guardian(s) and the child's doctor before being returned to STC.
- d. It shall be the parent/guardian's sole responsibility to complete this/these form(s) and return it/them to STC on a timely basis, specifically, before the child's first participation in activities at STC.
- e. Pending return of the forms, the child may participate, but STC shall not undertake emergency care other than its standard practices of rendering first aid and notifying 911 and the parents. The parent is encouraged to stay for events to care for the child in case of emergency.
- f. The Hospitality Staff shall enter the specific allergic, diabetic, asthmatic, or HIV positive conditions in the registration system. In addition, the Hospitality Staff will collect all means of contacting the parents/guardians: mobile phones, text, email, emergency contacts, friends, and relatives.
- g. The Hospitality Staff shall notify the Recreational Director of the child's enrollment and the specific conditions being managed.
- h. Upon return of the forms, the Hospitality Staff shall review the paperwork with the parent to be trained on the nature of the child's medical condition, including:
 1. the events/substances that may trigger a medical condition reaction.
 2. Limitations and restrictions due to the medical condition
 3. Symptoms of a medical condition reaction
 4. When and how to administer treatment for a medical condition reaction.
 5. The Hospitality Staff shall provide the parent a complete copy of STC's "Policy for Administering Emergency Treatment to Children with Special Medical Needs" (this document) upon receipt of which the parent shall sign the "Acknowledgement of Receipt of Policy for Administering Emergency Treatment to Children with Medical Conditions".

2. Operating Practices

- a. When the child arrives for participation, the parent shall bring any medications the child may require. STC shall not maintain a stock of emergency prescription medications. The child's medications must be properly labeled, prescribed, and current. The child's name must be prominently displayed on the medications. Typical medications include asthma inhalers, insulin, Benadryl, and EpiPens.
- b. STC shall have a Medications Box by the entrance to each gym's floor.
- c. The parent/guardian shall place the medication in the Medications Box before the start of the activity.
- d. At the end of the activity, the parent/guardian will take the child's medication from the Medications Box.
- e. STC shall not store a child's medications anywhere on its premises when the child is not present.

3. Emergency Procedures

- a. The instructor shall be responsible for recognizing a medical condition reaction or bleeding by the HIV positive child.
- b. Upon recognition of the reaction or bleeding, the instructor shall "sit" the class and notify his/her Director. The Director shall examine the child while the instructor moves the rest of the class to their events. The Director shall confirm, correct, or discard the instructor's assessment. In the case of bleeding by an HIV positive child, the supervisor shall immediately don eye protection, mask, and gloves. If children or instructors have been contaminated, they shall all go to the bathrooms to wash and rinse off.
- c. If the assessment is confirmed, the Director shall assess severity and decide what level of response to take. He/she may:
 1. Follow first aid procedures and notify the parents via the Hospitality Staff.
 2. Follow first aid procedures, alert 911 and notify the parents via the Hospitality Staff.
 3. Follow first aid procedures, alert 911, notify the parents via the Hospitality Staff, and administer emergency medications.
- d. The Director shall stay with the child to direct and administer care until relieved by competent personnel such as parents or emergency medical technicians.
- e. Once relieved, the Director and parents shall complete the standard accident report.
- f. After completion of the incident and recovery of the child, the Director and the Parents/Guardians shall meet to assess the handling of the incident and revise, if necessary, any information or procedure related to the child's care.