



FROST VALLEY YMCA

Wellness Center Agreement & Orientation

School Name: _____ Lead Teacher: _____

Lodging: _____

2000 Frost Valley Rd, Claryville, NY 12725 **TEL:** 845-985-2291 **FAX:** 845-985-0056 **WEB:** frostvalley.org

From all of us in the Wellness Center, welcome to Frost Valley YMCA! We hope you have a wonderful time. This information will help you understand how our onsite Wellness Center functions. The Wellness Center is adjacent to the Thomas Dining Hall.

Wellness Center hours:

Nursing services are available 8:00am-10:00pm. Between 8:00am and 11:00pm, one certified medical staff (EMT, Advanced First Aid staff, or Wilderness First Responder) will also be in the Wellness Center. A certified medical staff is on-call 24 hours a day.

- **Before 10pm:** if no one is in the Wellness Center station, please dial ext. 212 or 200 from any Frost Valley phone.
- **After 10pm:** For emergencies only, dial 328 from any Frost Valley phone. Please be prepared to provide your location, nature of emergency, suspected injuries or illness, your name, student's name and phone extension.

Health Forms and Arrival:

- Organize your students' medical forms alphabetically. A single binder with all medical forms is preferred.
- Student medications must be labeled with:
 - o School Name
 - o Student's Full Name
 - o Date of Birth
- These forms and medications must be submitted to the Wellness Center upon arrival.
- Any students with special medical needs or medication concerns are required to visit the Wellness Center to be introduced to the Wellness Center staff.
- **Return to the Wellness Center at 3:00pm on arrival day.** We should have your forms processed by 3:00pm on the day you arrive. Please visit the Wellness Center at this time to address any paperwork concerns and to receive your student medication schedules.

Medications:

- All student medications (prescription, over-the-counter, medicated creams, et al.) should be submitted and received by the Wellness center staff upon arrival.
- The teachers/chaperones are responsible for bringing students with mealtime medications to the Wellness Center.
- Required by New York State Law: If a student brings a medication that is not in the original container or does not have doctor's orders including a signature, Frost Valley nurses cannot administer the medication. Instead, these students will have their names added to a Medication Administration Waiver. We will contact the student's legal guardian, and if the guardian gives Frost Valley permission, the school's lead teacher will sign the waiver, thus agreeing to supervise the child when they self-administer their medication.
- The Wellness Center Staff will present the medication schedule and any medication issues or concerns to the Lead Teacher during their 3:00pm visit on arrival day.

- The medication schedule is subject to change depending on the needs of your students. A teacher/chaperone is responsible to come to the Wellness Center whenever meds are scheduled to ensure all medications have been administered at the appropriate time.
- If student has an inhaler please make sure to pick it up at the Wellness Center before the start of the activity period.
- If a student is scheduled for a 3:00pm or mid-activity medication, please stop by the Wellness Center to pick up the medication and/or please make sure the student is brought to the Wellness Center at the appropriate medication time between activities.

Medication Times:

- The medication times are scheduled around meal and program times. The times are:
 - o Breakfast (8:00am)
 - o Lunch (12:00pm)
 - o Afternoon (3:00pm)
 - o Dinner (6:00pm)
 - o Bedtime (9:00pm)
- Please refer to your school's medication schedule to see when your students are scheduled to take medications.
- When your students come to the Wellness Center to be administered their medications, please make sure that you or another teacher/chaperone are present. A teacher/chaperone must be present at the medication administration window to confirm the identity of every student.
- At the end of your stay at Frost Valley, please visit the Wellness Center to retrieve your students' medications. Any medications left behind will not be sent home until payment for shipping has been received. Once we receive payment, we will ship the medication to the school for the appropriate faculty to return to the student.

Chaperone Policy:

- At Frost Valley, we follow a practice known as "the Rule of Three." This rule states that no staff member should ever be alone with a minor without a third person (adult or another minor) present. This ensures the safety and well being of both students and staff. Please do not send an unaccompanied student to the Wellness Center. If a student is in the Wellness Center, a teacher/chaperone must be present and stay with that child at all times.

Hospital Trips:

- In the event of an injury that requires a hospital visit, the school must provide a vehicle to transport the student/faculty. If the school does not have a vehicle, the individual will be transported to the hospital via ambulance. A teacher/chaperone from the school must accompany the student to the hospital.

By signing below, you acknowledge that you, the lead teacher, have read and understand the above information, and that a Wellness Center staff member has reviewed this document with you.

Lead Teacher Signature: _____

Print: _____ Date: _____

Wellness Staff Signature: _____

Print: _____ Date: _____