



FROST VALLEY YMCA

Wellness Center Orientation

Wellness Center Orientation:

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

Nursing Service Packages:

***Package A:** The school will have access to the Infirmary for students to rest, quarantine, or isolate. Frost Valley nurses will assist with both basic and emergency First Aid. Medication administration will be handled by the school staff.

Nurse hours: 7 am – 4 pm

EMT hours: 7 am – 11 pm

***Package B:** The school will have access to the Infirmary for students to rest, quarantine or isolate. Frost Valley nurses will assist with both basic and emergency First Aid. A Frost Valley Nurse will process medical forms upon arrival, and administer medications to your students. Frost Valley will assist in the calling of emergency services should the need arise.

Nurse hours: 7 am – 10 pm

EMT hours: 7 am – 11 pm

***A staff member certified in first aid will be on call 24 hours a day for both packages.**

Health Forms and Arrival:

- Before arrival to camp, a school staff member must contact the Wellness Center to discuss what is required for the trip.
- Designate a staff member to be the Medical Liaison
 - The Liaison will be the go between the school and Nursing Services. The liaison may also be the First Aid person/nurse that attends the school trip with your school.
- Ensure that all the student health forms have been completed. Organize the forms alphabetically and place them in a binder.
- Student medications:
 - Must be labeled with the school's name, student's name, and the student's date of birth
 - All medications must come in the original container and with doctor's permission per NYS Law.
- All forms and medications must be submitted to the Wellness Center upon arrival.
- Any students with special medical needs or concerns are required to visit the Wellness Center to be introduced to Wellness Center Staff.
- Return to the Wellness Center at 3:00 pm on arrival day. We should have your forms processed by 3:00 pm. Please visit the Wellness Center at this time to address any paperwork or medication concerns and to receive your student medication schedules.

Need to contact a Wellness Center Staff member?

Before 10 pm:

If no one is in the Wellness Center station, please dial ext 212 or 200 from any Frost Valley phone.

After 10 pm:

For emergencies only dial 328 from any Frost Valley phone. Please be prepared to provide location, nature of the emergency, suspected illness or injury, your name, students name and phone extension.

Medications:

- All student medications (prescription, over-the-counter, medicated creams, etc.) 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.



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- **REQUIRED BY NYS LAW:** If a student brings a medication that is not in the original container or does not have doctor's orders (that includes a doctor's signature), Frost Valley Nurses cannot administer the medication.
 - We will contact the student's legal guardian to gain permission for the student to self-administer their medication. The student will then be added to a medical release waiver and the school will then be responsible for the monitoring of the student's medication.
- **IF FOUR OR MORE STUDENTS COME TO CAMP WITH ISSUES WITH THEIR MEDICATIONS, NURSING SERVICES WILL BE REFUSED AND FORMS AND MEDICATIONS WILL BE RETURNED TO THE SCHOOL.**
- The Wellness Center Staff will present the medication schedule and any medication issues or concerns to the lead teacher during their 3:00 pm visit on arrival day.

The medication schedule is subject to change depending on the needs of your students. The appointed Medical Liaison is responsible to come to the Wellness Center whenever medications are scheduled to ensure all medications have been administered at the appropriate time. If a 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 3:00 pm 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:

- Breakfast (8:00 am)
- Lunch (12:00 pm)
- Afternoon (3:00 pm)
- Dinner (6:00 pm)
- Bedtime (8:00 pm)

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 student's medications. Any medication 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 "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 wellbeing 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.