

## **WD&CE Youth Programs, Kids on Campus Training at Montgomery College.**

1. **Welcome** to Montgomery College Workforce Development & Continuing Education Training on YOUTH PROGRAMS Summer Session Kids on Campus

2. **Introduction.** This training was designed for faculty and staff to learn about: • Policy and procedures for summer youth established by the College • Policies and procedures regarding the health and safety of students required by the Maryland State Department of Health and Mental Hygiene (DHMH). DHMH requires documentation confirming that you are trained and can demonstrate knowledge of the procedures. You will, therefore, take a test at the end of the training to satisfy this requirement.

3. **What Do You Need To Do?** • Use the arrows to navigate this document. • Take notes, if you desire. • Upon completion, proceed to the test section, [Kids on Campus Test](#). • At the completion of the test, your test score will be sent to Karla Espinoza. • If you have questions or concerns about the slides or test, send an email to her: <mailto:karla.espinoza@montgomerycollege.edu?>. You will receive a reply within 24 hours.

4. **Instructions for Taking the Test** • The test consists of 33 multiple choice questions and the passing score is 100%. • All of the questions are based on this document. • You have an unlimited number of attempts to answer each question. Once you have entered the right response to a question, you will be able to proceed to the next one. You must answer ALL questions. • An email will be sent to the Youth Programs upon your successful completion of the test, and will be placed in your file to show proof of passing the test.

4a. **Requirements for employees and volunteers** • Submit a completed health evaluation every year • Complete the criminal background clearance via fingerprinting (for new staff) • Complete the Child Protection Services (CPS) clearance online (for new staff) • Complete this training no more than 30 day days in advance of employment. Per Maryland State Department of Health, employment is defined as your first day working with children.

5. **Health Policies and Procedures** • The health plan consists of written procedures designed to ensure the protection of the health of each student and staff member. It includes: • Duties of the health supervisor, • How to handle – • An injury or illness • Medication • Faculty and students' records • The health log. A copy of the plan is distributed to each staff and faculty member and another copy is kept on file in the Youth Programs office.

6. **Health Supervisor** • When the program is in progress, an on-call health supervisor is required. The health supervisor for Youth Program is: • Ms. Ruth Rogers, Registered Nurse • Maryland License #R180280 • Address: Youth Programs, 51 Mannakee Street, CC 230 Rockville, MD 20850 • Phone: 410-971-6101 • E-mail: [ruth.rogers@montgomerycollege.edu](mailto:ruth.rogers@montgomerycollege.edu).

7. **Duties of a Health Supervisor** • Review and approve health plan annually by signing and dating the written approval form. • Review health history of students with identified health problems. • Be available for consultation by phone, text, or e-mail during camp hours.

**8. Faculty and Student Health records** • Individual faculty/staff and student health records are required and are confidentially maintained in the Youth Programs office. • Student health records are reviewed by Youth Programs staff prior to the start of the program to- • Identify potential health issues • Develop appropriate plans of action, if needed. • Instructors working with students with health issues are- • Informed of the health situation by the Health Supervisor or Disability Support Services representative, and • Consulted to determine if additional resources are needed.

**9. Medications** •All over-the-counter and/or prescription medications, except emergency medications (like Epi-pens or inhalers) must be: • Collected by the instructor or staff member. • Kept in a locked, secure storage compartment. • Medications are stored in the Youth Programs Office, unless the student is enrolled in before and/or after care. For those students, medication is stored in a locked box in the before/after care classroom. • Stored under conditions specified by the manufacturer.

**10. Medication Submission Procedures** •Students who must take medications during program hours must submit their medication as follows: Prescription Medications Original container bearing a pharmacy label that shows: • Prescription number • Date filled • Authorized prescriber's name • Name of medication • Directions for use • Patient's name Non-prescription medications Original container that shows directions for use.

**11. Medication Administration Requirements:** • Medication Administration Authorization Form (must be on file) • Signed by physician prescribing medication • Multiple medications can be listed on one form. **Note:** If a student has permission to self-administer his/her medication, then the instructor will be notified prior to the start of their class. There will also be a staff member or volunteer available to supervise the administration of the medication. •College faculty and staff will supervise children taking medication. If the child is not able to self-administer, the nurse will be consulted. The administration of all medications must be documented in the health log or student's personal health record, the date and time and the dosage of medication taken.

**12. Medication Administration Supervision** •Students eligible to self-administer their medication are supervised by an adult who: • Is aware of the possible side effects and knows what action to take. • Documents in health log or student's personal health record, the date and time and the dosage of medication taken. • Returns remaining medication to parent/guardian at the end of the camp. • Documents return of medication on Medication Final Disposition Form.

**13. Injury or Illness** •If any injury or illness is observed, the program staff must: 1. Report incident immediately to Program instructor/director. 2. Notify the health supervisor for consultation, if appropriate. 3. Notify campus security (or 911 if life threatening) 4. Contact parent/guardian by phone and/or e-mail.

**14. Injury/Illness •What to do next:** • Assist in the caring for and supervising of injured or ill student until parent/guardian arrives. • Complete an Injury and Illness Report Form, even if no injury was sustained. • Log entry in health log. • Contact Health Supervisor to report the health situation, if necessary.

14a. **Mental Health Concerns** • If a student is exhibiting a challenging behavior: Determine if the behavior is creating an emergency for the student or the remaining students and staff in the classroom • If yes, immediately contract Campus Security and/or 911 as appropriate, then immediately contact the Youth Programs Office. • If no, immediately contact the Youth Programs Office • A Youth Programs staff member will determine next steps.

15. **Program Health Log** • Each instructor maintains a health log of all injuries, illnesses, and reportable diseases and conditions (using a composition notebook). Document the following in ink: • Date • Name of student • Ailment/Incident/Injury • Treatment prescribed • Name and signature of person administering care.

16. **Health Treatment Area** • A health treatment area is maintained on each campus for temporary isolation and treatment of sick or injured students. • The area is within the Safety and Security Office and is: § Private, quiet, supervised continually, and protected from the outside elements. § Equipped with First-Aid supplies and provisions for sanitary hand washing.

17a. **Supervision** • with appropriate supervision, staff know where the students are, and what they are doing at all times. • Follow the “rule of three:” • Two responsible adults must be present at all times • Any exception to the rule of three must be made in advance by the program director. • Note: a student in 6th grade and older can go to the restroom unattended, however the staff need to be mindful of where the student is and how long they have been gone • Note: a student in 8th grade or older can sign themselves in/out of camp with written parental permission.

17. **Infectious Diseases** • Program faculty and staff are encouraged to model and promote the procedures that prevent the spread of infectious diseases, including: • avoiding the sharing of personal items. • Frequent hand washing using soap and running water. • Using antiseptic hand cleaners or toiles, if necessary.

18. **Safety Policies and Procedures** • The safety policies and procedures focus on the following key areas: • Child Abuse Prevention and Protection • Field Trips.

19. **What is Child Abuse and Neglect?** • Code of Maryland Regulations (COMAR) defines child abuse and neglect as: • Physical injury, not necessarily visible, that indicates that a child’s health/welfare is harmed or at substantial risk of being harmed. • Failure to give proper care and attention to a child including leaving a child unattended where the child’s health or welfare is harmed or a child is placed in substantial risk of harm. • An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not • Identifiable and substantial impairment of a child’s mental or psychological ability to function. • Finding credible evidence that physical abuse, neglect or sexual abuse occurred.

20. **Reporting Child Abuse to Government Authorities** • Anyone (staff, faculty, student, volunteer, or visitor) who has reason to believe that a child has been subjected to abuse or neglect must make a report to government authorities as follows: • Call 9-1-1, if it’s an emergency. • Give notice about suspected child abuse to EITHER – § Child Abuse and Neglect Hotline at 240-777-4417 § Local law enforcement agency • Include in report name and address of parent and child, nature and extent of abuse/neglect, identity of perpetrator, etc.

**21. Internal Reporting of Child Abuse/Neglect** •After reporting to government authorities, report to the Director of ADA Compliance and Title IX Coordinator to: • Determine if abuse bears a connection to college. • Notify the Department of Safety and Emergency Management which will notify the Youth Protection Coordinator. • Contact the Director of Media and Public Relations for report to the media. • Work directly with the alleged victim providing needed support and resources. • Interact with the alleged perpetrator and, if needed, have them removed from the program/campus.

**22. Precautions Against Child Abuse in High Risk Areas** •Youth Programs holds its courses on an open campus, therefore, supervision of students must be rigorous. Ways to Limit Vulnerable Situations – • Supervise and monitor students at all times. • Follow policies to eliminate student time alone. • Have parents or parentally designated adults sign in and out their child from classes. • Escort students to classrooms, lunch, and restrooms. • Maintain staff to students ratio of 1:15 in class, 1:10 outside of class.

**23. Reinforcement of Child Abuse Program Policies and Procedures** •Youth Programs requirements are: § No faculty/staff member or volunteer is alone with a student before, during, or after an activity. § All students remain with the group in the assigned classroom. § No student is left alone on campus. § Any student who is not picked up at the end of the day is to be brought to the Youth Programs Office. § Appropriate touching be discussed with students. § If unsure of procedures, immediately contact the Youth Programs Office.

**24. Inappropriate Touching** •Inappropriate touching involves touching another person or asking to be touched in an area of the body that could be considered sexual in nature. To Avoid Misunderstandings: Remember, perception is reality, err on the side of caution: § Hold all activities with the group in a “public space” that is easily observable by others. § Eliminate situations that put you in a “private space” alone with a student. § Document, with witnesses if possible, any unusual/questionable situation that arises.

**25. Protection for Individuals Making Child Abuse Reports** • The College does not retaliate against any person making a good faith report of child abuse or neglect. Maryland law provides – • Immunity to anyone making a good-faith report. • The alleged wrongdoer cannot claim damages from anyone making a child abuse report.

**26. College Policy for dealing with Inappropriate Behaviors.** The College expects its employees to report any incident of alleged child abuse to the appropriate authorities according to the procedures outlined in this training. Act promptly by making the report on the same day that an incident is noticed. Any interaction with the victim or the alleged perpetrator should be done according to the established procedures. • Remove a suspected abused/neglected child from the situation, if possible without confrontation. • Report the incident and describe the alleged perpetrator in as much detail as possible. • Do not confront the alleged perpetrator without support from the local police or college security.

**27. Field Trip Safety (If Applicable)** Students safety remains of critical importance when students are on field trips. § Each student must submit prior written authorization from their parent/guardian allowing them to participate in the activity tours and take public transportation

accompanied by a minimum of two adults instructors, keeping the ratio of 6:1 students to adult. § Staff receive training in the trip safety plan and severe weather procedures. § Procedures for dealing with severe weather or emergency conditions are reviewed with the students prior to the field trip.

**28. Field Trip Procedures** • In cases of severe weather, students remain inside a well-constructed building until all indications of severe weather have passed. • Rain slickers are provided for unexpected or sudden rain storms for students enrolled in *It's a Museum City*. • Parents are notified if there is a delay in the students' return to the classroom. • Students are closely and carefully monitored during the entire field trip and wear program identification tags with contact information listed. • Program staff continue to supervise all students until they have been picked up at the end of the day.

**29. Security Policies and Emergency Procedures** • This section explains how the security and emergency response teams work together to create a safe environment for students, faculty, and staff. That includes contact information for Montgomery College security offices and situations where their services can be best utilized.

**30. MC Security Officers** • Montgomery College security officers are: • Certified in CPR and First-Aid. • Available at all times during the program. • May be contacted by phone using – • Elevator Phones; all connected to Security. → • Blue Phones located at various internal and external locations. Note: Phones automatically ring in the nearest Security Office when receiver is picked up.

**31. Reporting Health Emergencies** • Office of safety and Security contact numbers across the three campuses are: • Germantown – 240-567-7777 - SA 287 • Rockville – 240-567-5111 - CB 101 • Takoma Park/Silver Spring – 240-567-1600 - CM 211 • In case of life-threatening emergency, call 911

**32. Emergency Plan** • The Emergency Plan informs faculty and staff what actions to follow to ensure the safety of students during the program. Therefore, the Youth Programs Office: • Provides each faculty and staff member a copy of the written emergency plan at the start of the program. • Encourages each faculty and staff member to contact the Youth Programs Office with any questions or concerns they have regarding the emergency plan.

**33. Fire Alarm System Procedures** • Describe alarm sound (slow whoop). • Hold fire drill on first day of class to ensure evacuation routes are known. • Ensure all students and staff leave building immediately upon hearing the alarm. • Remember, do not use elevators during any evacuation related to fire.

**34. In Case of Fire** • If fire is spotted, first pull the building fire alarm to alert building occupants. • Walk students quickly to the nearest available exit. • Provide assistance with leaving building, then telephone security from a safe location • Use Fire Extinguishers, only if – • you are trained in use, • The fire alarm has sounded • The fire is very small, and • a clear evacuation route is present.

**35. Natural Disasters/Severe Weather Emergencies** • Campus security and facilities staff monitor media for updated information – • Weather Watch (severe storm possible) • Weather Warning (severe storm sighted) • Emergency Response Team notifies Program Director of weather emergency, and provides next-step instructions. • If needed, security provides assistance to ensure safe evacuation of all students.

**36. What to Do in Case of Weather or Natural Disasters Emergency** • Follow student evacuation instructions given by Emergency Response Team. • Account for all students. • Locate lost or missing students (notify program director and security for assistance in locating students). • Office will notify all students' parents/guardians • Ensure safety of students until they are picked up.

**37. Emergency Evacuation Review** • Review evacuation routes for your classroom area with students. • Evacuation floor plans are located at classroom site and available from Security office • Identify secondary emergency evacuation routes if the primary route is blocked. • Identify and communicate an evacuation assembly area • Identify and discuss any special evacuation needs and plans for persons with disability.

**38. Student Safety Notes** • Be sure to take attendance and keep a head count of all students each day. • At no time should a student be allowed to leave any assigned program or area without supervision. • Follow the “rule of three:” • Two responsible adults must be present at all times. • Any exception to the rule of three must be made in advance by the program director. • Note: a student in 6th grade and older can go to the restroom unattended, however the staff need to be mindful of where the student is and how long they have been gone.. • Note: a student in 8th grade or older can sign themselves in/out of camp with written parental permission.. • Notify the program director/instructor immediately if a student becomes lost or is missing. If a student is injured, one faculty/staff member should remain with the student while emergency assistance and/or evacuation is summoned.

### **39. Ready to take the Kids on Campus Test ?**

•**Instructions:** The test consists of 33 multiple choice questions. Select an answer and you will get a notice that the answer is “correct” or “incorrect try again”. You will not be allowed to proceed to the next question unit you select the correct answer.

• **Link to the Test Is Found** at: <https://www.montgomerycollege.edu/workforce-development-continuing-education/youth-programs/summer/registration-policies/faculty-forms/kids-on-campus-training.html>

•**Receiving Completion Credit for this Training:** At the end of the test, a notice of the successful completion of this test will be sent to the Youth Programs to be placed in your file as evidence that you have completed the training.