

Care for Participants that Become Ill During Program Hours

Date Approved:	February 10, 2005	Approved by:	Parks Forestry and Recreation Directors
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Policy Statement

Should a participant show symptoms or signs of illness while participating in a program, staff are responsible for implementing procedures outlined below to ensure the participant receives proper care.

Purpose

To ensure that all ill participants (children, youth, adults and seniors) receive proper care.

Procedures

1. Reviewing participant information carefully for any medical history of conditions, allergies etc.
2. Do **NOT** administer any type of medication unless directions have been pre-authorized in writing. Refer to the **Administration of Medication Policy**.
3. Designate a "sick room" or quiet area where participants can rest comfortably, with supervision, until they are feeling better or until a parent/guardian and/or emergency contact picks them up.
4. Call the parents/guardian and/or emergency contact to advise them of the participant's condition and request that the ill participant be picked up.
5. In the event of serious illness (for example, if the participant is disoriented or slips into unconsciousness) call 911 and follow appropriate emergency procedures. Refer to the **Emergency Response Plan Policy** and Binder, and follow the appropriate reporting procedures.
6. Document the participant's illness, using the **Participant Minor Injury/Incident Report** or the **Major Emergency Report Form** if 911 is called. Forward a completed copy of the report to your immediate Supervisor for review and signature.

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[Administration of Medication](#)
[Emergency Response Plans](#)
[Participant Minor Injury/Incident Report](#)

Forms

[Participant Minor Injury/Incident Report](#)
[Major Emergency Report](#)