



# **2025 Camp Health Plan**

**This camp must comply with the regulations of the  
Massachusetts Department of Public Health and the  
Oak Bluffs Board of Health**

**Vineyard Family Tennis  
618 Barnes Road  
Oak Bluffs, MA 02557  
508 693 7762  
[frontdesk@vineyardfamilytennis.org](mailto:frontdesk@vineyardfamilytennis.org)**

## EMERGENCY TELEPHONE NUMBERS

Health Consultant:

**Dr Jeff Horenstein**  
MV Hospital  
1 Hospital Road  
Oak Bluffs, MA 02557  
508 693 3732  
**Cell: 412 897 3662**

Health Care Supervisors:

**Barbara Leonard, Michael Johns**

**Police Fire Ambulance**

**911**

**Vineyard Family Tennis**  
**618 Barnes Road**  
**Oak Bluffs, MA 02557**

ALL Island Communication Center  
(Emergency) :

(508) 693 1212

State Police:

(508) 693-0545

Fire:

911

Wing Road Station:

(508) 693-0077

Ambulance:

(508) 693 5380

Martha's Vineyard Hospital:

(508) 693 0410

Poison Control Center:

(617) 232-2120

Vineyard Family Tennis Contact:

Front Desk 508 693 7762

Camp Director- Michael Johns 774 521 5652

Camp Director- Barbara Leonard 774 563 8614

## Licensing Agency

Vineyard Family Tennis Summer Camp must be licensed by the Massachusetts Department of Public Health and is mandated to uphold all the rules and regulations pertaining to licensing by the local board of health. Parents and Guardians reserve the right to review background check, health care, discipline policies and grievance procedures upon request.

## PROCEDURES TO BE FOLLOWED IN CASE OF EMERGENCY

1. Always have this information ready in case of emergency if you plan to contact 911:
  - Your name
  - Nature of emergency
  - Telephone number
  - Address **618 Barnes Road, Oak Bluffs, MA 02557**
  - Exact location of injured person
  - Tell the person where you will meet them and what you are wearing
2. **Do not hang up the phone** until all of the above information has been communicated and you have received confirmation that help is on the way.

## Emergency Procedures

1. Have someone call for help. If contacting 911, make sure that the person relays the following information:
  - Your name and the child's name
  - Nature of the emergency
  - Telephone number and address where you are presently
  - The exact location of the injured person at site
  - Relay exactly where you will meet emergency service personnel and what you are wearing

- **DO NOT hang up the phone** until all of the above information has been relayed and you have confirmation that help is on the way

2. Administer first aid immediately.

3. Have someone contact parent/caregiver with all necessary information. If a parent cannot be reached, the Camp Director will keep attempting to contact parent and other emergency contact persons.

4. Transport child via ambulance to Martha's Vineyard Hospital **\*WITH A VFT STAFF MEMBER ESCORTING THE CAMPER**

5. Give all necessary forms to the staff member to bring to the hospital.

6. If the parent cannot be contacted, then the Camp Director will contact other listed emergency contact persons.

### **Emergency Procedures (off-site)**

1. Staff members will bring all camper files and emergency contact numbers when the program is off-site at any time.

2. Parents are aware that their children will be off-site, and permission has been granted for this.

3. VFT staff has cell phones and/or access to a phone while off-site

4. Procedures #1-6 listed under "Emergency Procedures when on-site" will also apply.

### **III. PROCEDURES FOR USING / MAINTAINING FIRST AID SUPPLIES**

1. First aid kits and AED located at the front desk.

2. Each first aid kit has a manual. Emergency instructions for use are printed on the outside of the first aid kit. Instructions for responding to common emergencies are also printed on the inside of the kit. Kits will be checked and replenished after each program session.

3. The Camp Director maintains the kit.

Each first aid kit will contain the following:

- Non-perfumed soap
- Scissors
- Band aids

- Instant cold packs e. Tweezers
- Sterile gauze squares g. Compresses
- Gauze roller bandages
- Tissues
- Disposable non-latex gloves
- Thermometer (permanent and disposable)
- Triangular bandages
- First aid adhesive tape
- Pocket mask with a one-way valve

4. VFT will meet or exceed the state requirements for First Aid, CPR & AED staff certifications and will maintain their certification on an annual basis.

### **Procedures for Administering First Aid**

1. A first aid kit and AED device will be available at all times.
2. When necessary, one VFT staff member will administer first aid, while other staff will care for the rest of children.
3. Call for back-up if necessary.
4. When applicable, staff will wear gloves to prevent the spread of possible infectious disease. A bodily fluid clean-up kit is located at the front desk.

### **Procedure for documentation of First Aid and informing parents when first aid is administered**

1. Any administration of First Aid will be logged in the Medical log book, including date, time, name of camper, camper complaint and aid administered.
2. An incident report will be completed to document the cause of injury.
3. Parents will be notified of the administration of First Aid.

## **IV. PLAN FOR INJURY PREVENTION AND MANAGEMENT**

1. The program director will monitor the environment daily to immediately remove or repair any hazards which may cause injury.
2. All toxic, poisonous plants, medications, sharp objects, matches, and other hazardous objects will be kept in a secure location not reachable to children.
3. A procedure plan for injury prevention and management of medical

emergencies during field trips will be implemented. A first aid kit and the list of emergency numbers for the children will be available on any field trip.

4. An injury report of any incident which requires first aid or emergency care shall be maintained in the child's file. An injury report shall include, but not be limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of person(s) who administered first aid or medical care and first aid or medical care required.

5. Within 24 hours of the incident, parents will be given a written report by the program director if the child required administration of first aid, including time frames.

6. Each first aid kit will have the proper emergency documents.

7. A central log or file of all injuries which occur during program hours will be kept and shall be periodically monitored for the safety record of the program to identify problem areas.

8. VFT will maintain a record of any unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies. These reports shall be reviewed by the program administrator.

9. Fire drills will be conducted regularly.

An injury report shall be completed for each fatality or serious injury as a result of which a camper or staff person is sent home, is brought to the hospital or physician's office and where a positive diagnosis is made. Such injuries shall include but shall not necessarily be limited to:

- those where suturing or resuscitation is required
- bones are broken
- The child is admitted to the hospital

A copy of each injury report shall be sent electronically through the portal to the Massachusetts Department of Public Health within seven days of the occurrence of the injury. A PDF copy must also be sent to the Oak Bluffs Board of Health.

## **V. DISEASE OUTBREAK RESPONSE PLAN**

1. Parents will be notified when any communicable disease, such as measles, head lice, or salmonella, has been introduced to the VFT program. Parents are asked to notify the program if any such illness is present in their child, and must have a doctor's note before returning to the program. The program Director will implement and monitor the Disease Outbreak Response Plan. Children who exhibit symptoms of an infectious disease will be separated from the other children and the child's parent/guardian will be called to come

pick that child up.

2. A staff member will stay with the sick child, allowing the child to lie down and cover up with a blanket in a separate area away from the other children until a parent/guardian can come to pick the child up. If a parent/guardian cannot be reached and symptoms escalate, 911 will be called.

3. Children with a fever of 100°F or over will be sent home and may not return to the program until they have been fever-free for a full 24-hour period.

4. Stomach viruses are contagious. A child who is vomiting should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24 hour period.

5. If the child has a contagious condition of any kind, including, but not limited to: strep throat, flu, COVID-19, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will not be allowed back into the program until all symptoms have been cleared by a medical professional.

6. Alternate Staffing Plan - if the ratio of staff to campers is affected by the disease outbreak or implementation of the plan, ratios will be maintained by bringing in staff from VFT administrative team. VFT reserves the right to suspend camp activities if unable satisfy the state minimum staff to camper ratios.

## **VI. PLAN FOR IMPLEMENTATION AND MONITORING OF COMPLIANCE WITH DISEASE OUTBREAK RESPONSE PLAN**

1. Frequent hand washing with liquid soap and running water using friction is necessary to prevent the spread of disease. Hands will be dried with individual or disposable towels. Staff and children will wash their hands before eating/handling food, after toileting, after coming into contact with body fluids and discharges, after handling animals or their equipment and after cleaning.

2. Specific areas or surfaces will be washed with soap and water, and disinfected, using a self made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency as a sanitizing solution (registration can be identified by reading the product label and using the disinfectant precisely as directed on the label). Bleach solutions will be made in a 1/4 tsp to 1 quart water mixture and will be maintained daily. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children. The following schedule will be followed:

Before

- tables must be first washed with soap and water solution, rinsed and then disinfected with a bleach and water solution and allowed to air dry before use.

- After Each Use
- tables
- non disposable thermometers

Daily

- Toilets and toilet seats
- Sinks and sink faucets
- Smooth surface floors
- Shareable rackets

Blood spills:

- Using a 1-10 bleach solution spray down the area, wearing disposable gloves, wipe the area with paper towels, and then spray down the area again allowing it to air dry. Soiled towels and gloves should be placed into a lined covered container and thrown away.

Staff should wash their hands thoroughly with soap and water after cleaning up bloodied area. Any bloodied clothing should be sealed in a plastic container or bag and labeled with the child's name and returned to the parents at the end of the day.

I have reviewed the policies and procedures listed in the Vineyard Family Tennis Health Care Plan.

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**Signature**

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**Date**



**Notes:**