

Policy Name:	General Health and Wellness Plan
Domain:	V. Client Care
Applies To:	All Staff
Policy Location:	Policy and Procedure Manual
Effective Date:	August 23, 2021
Date(s) of Revision	August 2021
References:	COA: ASE 1.01, 1.03; 4665.2000; 4665.2900; 4665.3000; 4665.5500; 4665.5600

GENERAL HEALTH AND WELLNESS

Each client shall have enough sleep for his age at regular and reasonable hours and under conditions conducive to rest. While clients are asleep, at least one awake staff member shall be near enough to hear calls.

Clients shall keep themselves clean. Hygiene practices are monitored by staff. When deficiencies in client hygiene practices are identified, staff will provide instruction on the necessary skills (hand washing, brushing teeth, regular bathing, hair combing and shampooing, shaving, caring for toenails and fingernails, etc.) and provide the appropriate assistance.

Bathing and toilet facilities shall be properly maintained and kept clean. Each client shall have his own clearly identified toothbrush, comb, hygiene supplies, an adequate supply of towels and wash cloths, and his own separate place for keeping these personal items. Clean wash cloths and towels will be made available each day. All linens, wash cloths/towels used by one resident shall be washed before they are used by another resident. Items that are worn out or unfit for further use shall not be used.

Beds will be provided with hygienic pillow, pillowcase, mattress pad, bottom and top sheet, and appropriate blankets/quilt/spreads to keep the resident warm. All linens will be washed a minimum of once per week by agency staff to maintain cleanliness. Items that are worn out or unfit for further use shall not be used.

Each client shall have clothing for his exclusive use that is neat, clean, comfortable, appropriate for current weather conditions, and of such type not to make him conspicuous in the community. Washable, specially designed clothing should be utilized as needed for clients with multiple disabilities or who are incontinent. Facility staff will provide laundry service to ensure each client has access to clean clothing daily and to minimize loss or damage to clothing. Upon intake and discharge from the Center, the client's clothing status will be discussed and agreed upon between the referring and receiving parties.

Each client will be responsible for keeping his room clean, as well as, completing an assigned chore on a daily basis. Agency staff will supervise all cleaning and ensure the cleanliness and orderliness of the clients' rooms and living areas.

Electric lighting, in combination with natural lighting, shall be of sufficient quantity and diffusion as to provide reasonable comfort for eyesight.

All members of the treatment team shall be able to recognize the symptoms of illnesses common to adolescents and to note marked physical changes. Youth Counselors shall be able to provide appropriate care for ill clients and consult with agency nursing staff 24 hours a day, 7 days week. Orders prescribing bed rest for ill residents shall be self-terminating in three days unless renewed by the agency Medical Director.

WELLNESS PLAN

I. Introduction

Policy Name: 5.44 General Health & Wellness Plan

Date: August 2021

T/Policy Manual/New Policy Manual/V. Client Care

The purpose of the wellness policy is to support a learning environment that promotes and protects clients' health, well-being, and ability to learn by supporting healthy eating and physical activity through implementation of the following standards:

- A. Hoffmann Center recognizes that nutrition education and physical activities are essential components of the treatment process and healthful eating and recreational activities can have a positive impact on client behavior.
- B. Hoffmann Center environment will promote and protect clients' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. Hoffmann Center encourages the involvement of clients, parents, program staff, and other interested person in implementing, monitoring, and reviewing Hoffmann Center's nutrition and physical activity policies.
- D. Adolescents need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All clients will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. A qualified contracted food service vendor will provide clients with access to a variety of nutritious foods that meet the health, nutrition, cultural, physiological, emotional, and developmental needs of clients, as well as accommodate the religious, ethnic, and cultural diversity of all clients in meal planning. Foods and beverages shall be palatable, of adequate quantity and variety, attractively served and appropriate temperatures and prepared by methods that conserve nutritional value.
- G. Hoffmann Center will work with the physician and registered dietician for special medically prescribed dietary needs. Nursing staff will document special diets on the "Diet Order" form and share with New Horizons Food staff.
- H. Hoffmann Center will ensure the diet will not conflict with the client's religious or cultural dietary regimen.
- I. Guidelines for Foods and Beverages
 - 1. Adaptations from the current Healthy, Hunger-Free Kids Act (HHFKA) and the Minnesota Department of Education will be used in planning the availability of all foods and beverages on campus.
 - 2. The contracted food service vendor will take every measure to ensure that client access to foods and beverages meets or exceeds all federal, state, and local laws and guidelines.
 - 3. The contracted food service vendor shall adhere to all federal, state, and local food safety and security guidelines.
 - 4. Hoffmann Center will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free school meals.
 - 5. Hoffmann Center will provide students access to hand washing before they eat meals or snacks, and the clients will be encouraged to use such facilities.
 - 6. Hoffmann Center will make every effort to provide clients with sufficient time to eat after sitting down for meals and will make every effort to schedule meal periods at appropriate times during the school day.
 - 7. Hoffmann Center will discourage treatment services, meetings, or activities during meal times, unless clients may eat during such activities.
- J. Contracted Dietary and Food Service Personnel
 - 1. Hoffmann Center will contract with a local food services vendor to provide healthy and safe school meals programs that strictly comply with all federal, state, and local statues and regulations.
 - 2. The local food services vendor will provide regular menus that are approved by a Registered Dietician, who will be responsible for creating nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with the current Healthy, Hunger-Free Kids Act (HHFKA).
 - 3. At least 3 meals will be served each day with no more than 14 hours between a substantial evening meal and breakfast.

4. All menus, including special diets, shall be planned, dated and available for review a minimum of one week in advance. Notations shall be made of any substitutions in the meals actually served and these shall be of equal nutritional value. Records of menus and of foods purchased shall be filed for six months. A file of tested recipes, adjusted to a yield appropriate for the facility, shall be maintained on the premise.

K. Nutrition Education and Promotion

1. Hoffmann Center will encourage and support healthy eating by clients and engage in nutrition promotion that is:
 - a. Offered as part of a comprehensive program designed to provide clients with the knowledge and skills necessary to promote and protect their health,
 - b. Part of healthy living classes and in other psychoeducational classes, as deemed appropriate. See attached Nutrition Education Guidelines.
2. Hoffmann Center will encourage all clients to make age-appropriate, healthy selections of foods and beverages, including those available individually outside the reimbursable school meal programs, such as items available for snacks through Second Harvest Food Bank.

L. Physical Activity

1. Clients need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, comprehensive treatment services reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television.
2. Opportunities for physical activity will be incorporated into the daily education and activity's schedule as appropriate. See attached Physical Activity and Education Guidelines.

M. Communication with Parents/Legal Guardians

1. Hoffmann Center recognizes that parents and guardians have a primary and fundamental role in prompting and protecting their children's health and well-being.
2. Hoffmann Center will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Hoffmann Center encourages parents to bring healthy snacks and refrain from providing beverages and foods without nutritional value.
4. Hoffmann Center will make available information about Hoffmann Learning Center's physical education program and the Center's recreational activity opportunities, as well as encourage parents' efforts to provide their children with opportunities to be physically active outside of school during home visits.
5. Hoffmann Center's website may be used to communicate to parents/guardians about the Center's Food and Beverage Guidelines, Nutrition Education Guidelines, and Physical Education and Activity Guidelines.

II. Implementation and Monitoring

- A. After approval by Hoffmann Center's Board of Directors, the General Health and Wellness Policy will be implemented throughout the Center.
- B. The contracted food service vendor will ensure compliance within the school's food service areas and will report to the Executive Director when questions or concerns arise.
- C. The Registered Dietician, with the contracted food service vendor, will annually review, revise, and approve menus based on nutrition guidelines and procedures for the selection of meals made available on campus.
- D. The Executive Director will ensure compliance with the General Health and Wellness Policy.

References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)
Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org and
www.actionforhealthykids.org/filclib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf
Healthy, Hunger-Free Kids Act (HHFKA).

FOOD AND BEVERAGE GUIDELINES

1. Foods and beverages offered over the course of a school week are to be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
2. Foods and beverages available during the school day will include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
3. Foods and beverages provided by the food service vendor during the school day will attempt to minimize the use of trans and saturated fats, sodium, and sugar as defined by the Healthy, Hunger-Free Kids Act (HHFKA).
4. The contracted food service vendor will age-appropriate portion sizes for clients enrolled in elementary, middle, and high school respectively.
5. Nutrition information for products offered during evening snacks will be available when possible. Healthy food and beverage alternatives will be available as well.
6. Carbonated beverages will not be available to clients during the school day.
7. Beverage vending machines are not accessible to clients at the Hoffmann Center.
8. Hoffmann Center will encourage healthy choices for field trips, during picnics, and for snacks.
9. Recreation and activity celebrations will encourage healthy choices and portion control.
10. Hoffmann Center will discourage the use of foods or beverages as rewards for treatment performance or good behavior (unless this practice is allowed by a client's plan of care or behavior intervention plan) and will not withhold food or beverages as punishment.

NUTRITION EDUCATION GUIDELINES

1. Hoffmann Center will ensure clients receive nutrition education from nursing staff and assigned program staff to provide the knowledge they need to adopt healthy lifestyles. Nutrition education will be integrated into the comprehensive treatment program and will include instruction to a healthy lifestyle that helps clients learn more about the importance of various food groups, caloric, sugar, and fat intake, healthy cooking methods, the role of diet in preventing health problems, the recognition of the role media plays in marketing and advertising foods and beverages, and the relationship of a balanced diet.
2. Nutrition concepts should be reinforced by all Hoffmann Center staff.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. Program staff responsible for nutrition education will be properly trained and regularly participate in professional development activities to effectively deliver quality nutrition education.
5. The Hoffmann Center's nursing staff will attempt to provide educational information and encourage healthy eating and physical activity for families, both within the home and outside the home. Family members will be engaged as critical members of the treatment team responsible for teaching children about health and nutrition.

PHYSICAL ACTIVITY AND EDUCATION GUIDELINES

1. Clients will receive regular, age-appropriate physical education and recreation during the school day at Hoffmann Learning Center and during non-school hours through Hoffmann Center.
2. Physical education and recreation activities will be designed to build interest and proficiency in the skills, knowledge, and attitudes essential to a lifelong physically active lifestyle. It will include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried out over the course of clients' lives.
3. The physical education and recreation curriculums will be coordinated with the health education curriculum at Hoffmann Learning Center and therapeutic recreation curriculum at Hoffmann Center.
4. The therapeutic recreation program will provide safe and satisfying physical activity for all clients, including those with special needs.
5. Clients will be encouraged to participate in outdoor physical recreation activities on a daily basis, weather permitting.
6. Hoffmann Center will provide information to parents/legal guardians to help them promote and incorporate physical activity and healthy eating into their children's lives.

Authorized Signatures

Chairperson, Board of Directors _____ Date _____

Executive Director _____ Date _____