



YMCA Camp Spaulding

Health and Wellness Policies and Procedures

The following policies are based on the resident camp procedures. Day Camp differences are noted at the end of the document

I. Camp Healthcare Providers and Certifications

- A. The primary healthcare provider for Camp Spaulding will be a Registered Nurse who will care for the Day and Resident Campers. The Nurse will be responsible for primary care and designation of a staff member to take first aid/medication duties if not on site. (See Nurse Staff description for job specific information)
 - 1. Camp will also alert the Concord Hospital of camp being in session as our primary emergency care center
- B. All of the resident camp staff will be trained in First Aid/CPR for the Professional Rescuer through the American Red Cross
- C. All Day Camp Staff will hold a minimum of First Aid/CPR for the Lay Responder

II. Medical Information Gathering and Record Keeping

- A. Medical Information and Waivers
 - 1. All of our medical information will be kept in our online Database, CampDoc. CampDoc will hold the following information
 - a) Patient Information (Address, Phone Number, Parent Info)
 - b) Physical and Medical Restrictions
 - c) Emergency Contact Information
 - d) Allergies
 - e) Medical and Psychological Conditions
 - f) Physical and Immunization Records
 - g) Healthcare Providers Info
 - h) Parent Handbook and Sign off
 - i) Camp Waivers which include:
 - (1) Emergency Medical Treatment Authorization
 - (2) Medication Administration Authorization
 - (3) Transportation Authorization
 - (4) Insurance
 - (5) Acknowledgment that Information is Accurate
 - (6) Permission to participate in High Risk Program areas

(7) Photo Release

2. All Medical information will be stored in this platform as well as printed after the first day of the session, to have a back up in case of a power outage
3. Any information that is missing will be collected on the first day of camp.
 - a) If a family is not able to get us necessary missing information on the first day of camp, they will have until the 2nd full day of camp to give us said information, or their child will not be allowed to stay at camp

B. Record Keeping

1. All injuries/illness that require any type of medical care will be documented in CampDoc.
 - a) If the nurse is not providing care to a documented incident, the staff member providing care will submit a form to the nurse and the nurse will enter the information into CampDoc
2. For medication distribution, that will be logged in CampDoc for the given camper.
 - a) If a camper is given medication in a place that does not have internet access, it will be logged in a log book and transferred to CampDoc at the next available moment

III. Staff Training

1. All staff will be trained in First Aid/CPR for the Professional Rescuer
2. During Staff week, our Medical Staff will train the general camp staff in the following topics
 - a) Staff/Counselor role in keeping children healthy. Including but not limited to:
 - (1) Keeping all members of the camp community hydrated
 - (2) Making sure children are changing their clothes/showering at least every other day/keeping their areas clean/other general practices of good cleanliness
 - (3) Campers and staff wearing Socks to help prevent ankle injury and blistering. (Only exception is going to the water!)
 - (4) Making sure kids are having regular bowel movements
 - (5) Campers and staff take steps to avoid sunburn, tick bites, lice, and bed bug infestation
 - (a) Staff will specifically learn how to give a lice check for Opening Day and continued checks during the summer

- b) Staff Roles in Camper Care of Injury/Illness
 - (1) Staff are able to deal with any injury that requires very basic first aid without a nurse present. They will be provided with a basic first aid kit to keep in their cabins in addition to the general first aid kits that are located in the Health Center, Riverfront Boathouse, the Pool, and the Dining Hall. These situations include:
 - (a) Cleaning a cut and giving a bandaid
 - (b) Giving an icepack of a bump or scrape
 - (c) Identifying the signs of early dehydration (headache, stomach ache) and helping a child get water before dehydration sets in
 - (2) Staff will seek our Medical Staff for any situation that does not fall within their scope of service. These situations could include, but are not limited to:
 - (a) Any situation that requires campers to be given any type of medication (prescription or OTC. Only exception if a counselor has been given instructions and trained by the Medical staff for giving medication)
 - (b) Cuts/Scrapes/Abrasions that need more than a bandaid
 - (c) Any type of breathing or respiratory distress
 - (d) Any illness or ailment lasting more than 6 hours
 - (e) Any serious physical injury (ex. bone break, dislocation, pull/tear/sprains)
 - (f) Elevated temperatures, diarrhea, sore throat, etc
 - (3) When in doubt, a Staff member can always seek the opinion of the Medical Staff
- c) Staff must follow all ARC First Aid procedures when dealing with any potential of infection, body fluid contact, or waste from treatment (ARC Lifeguard Handbook, Pg 132-40)
- d) Staff will be given tools to keep themselves healthy to ensure that physical, mental, and emotional health are preserved during the camp experience.

IV. Health Screenings and Assessments

- A. Medications and Health Information Check
 - 1. Upon arrival to camp, campers will be met by staff who will have a master list of campers. On that list, it will indicate if we are missing

medical information and those campers will be directed to the Dining Hall.

- a) At the Dining Hall, our Medical Staff, along with at least 1 other trained staff member, will be collecting said information from parents
2. The Dining Hall will also be where we take all medications, as campers will not be allowed to keep medications in the cabin or to give them to anyone except for our camp nurse.
 - a) At this point, any questions that our nurse has for the family based on their medical file may be asked
- B. All campers will go under a health screening when they arrive to camp.
 1. The Health Screening will happen in two stages
 - a) The counselors in each cabin will do an initial lice check as the camper enters the cabin.
 - b) Once a counselor has all or most of his/her campers, they will make their way up to the Dining Hall to have their health checks
 - (1) Health Checks will be administered by the Camp Medical Staff and any other staff who have been trained in the following a specific written procedure for health checks
 - (2) The following will be checked during Camper/Staff Health Checks
 - (a) General "are you feeling well" check, ask for any cuts that are not healing
 - (b) 2nd Lice check to ensure that the counselor check was accurate
 - (3) Nose, throat, and ear check by one of our Medical Staff

V. Procedure For Treatment and Medication Distribution

A. Injury/Illness

1. In the event of camper injury/illness, the camper can be first assessed by the staff member with them to see if they can care for him/her with basic first aid
2. In the event that the injury requires care outside of the scope of first aid, our Nurse will take over treatment
3. After the Nurse assess the injury/illness, care will be given. If the nurse decides advanced medical care is needed, the camper will be transported to a local medical treatment facility by either camp transportation or by calling an ambulance if the nurse calls for such an action

B. Parent Notification

1. In the event that a camper must be under the care of our medical staff overnight and there is no change in condition by morning, parents will be notified of the illness
 - a) If a camper has an ailment that causes them to be under care of our medical staff for 2 nights with no sign of improvement, parents will be asked to come take the child home till they feel better
2. In the event that a camper is sent to the hospital, the parent will be notified by either the camp nurse or camp director and will be updated on their campers condition every 1-1.5 hours as new information becomes available

C. Medications

1. Medications must come to camp in original bottles with dosage clearly marked by a pharmacist or physician. If not already, the medication will be put in a plastic ziplock bag, labeled with the campers name and time of day medication is taken
2. Medications will be stored in a locked safe or cabinet until such time that it will be distributed to campers
3. Medications will be given by medical staff or by a staff member given written instruction on how to administer at time identified for camper in health paperwork
4. Staff members will not touch medications, rather pour the correct amount of medication into either a liquid measuring cup or the cap of the medication, then handed to the camper
5. OTC Medications will be given as needed and with recommended dosage based on weight and age.

VI. Day Camp Differences

A. Health Record Information and Record Keeping

1. Day Camp Campers will their most recent physical, under 2 years old and immunization records
 - a) Records will be reviewed at least 24 hours before a campers first day of camp to ensure camp is prepared for any camper condition
2. Record Keeping of any injury or illness being cared for will be kept in paper logs and stored in the Infirmary, Health Center, and with every group leader

3. All permissions and authorizations that are collected in CampDoc will be collected in paper form from campers prior to their first day of camp

B. Treatment

1. If a camper presents with a fever, infection, or any type of ailment that would require a resident camper to be kept under Medical Staff supervision, the camper's parents will be called and the camper will be sent home

a) A camper must be fever/lice free for 24 hours before returning to camp