

Oklahoma United Methodist Camps

2016 Healthcare

Policies and Procedures

Revisions to this Document

3/6/15

1. Added Definitions section
2. Changed “counselors” to “Adult Leaders”
3. Added line numbers to document body for reviewer reference
4. Substantial content revision and re-arranged for flow

7/5/15

1. Added revisions per Staceee Hoy

3/16/16

1. Changed Title Page from “2015” to “2016”
2. Changed footer to “2016 Healthcare Policies and Procedures”
3. Changed line 5 from “2015” to “2016”
4. Added Medication Administration Record (Sample) to Appendices
5. Reformatted Nurse Transition Form in Appendices
6. Cleaned up spacing between headers to provide consistency
7. Re-paginated Table of Contents

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1 **OKLAHOMA UNITED METHODIST CAMPS**
2 **HEALTHCARE PLAN**
3

4 *NOTE: This is a draft version of Healthcare Policies and Procedures. The purpose of this*
5 *document is that it be used as a guideline for 2016 and that camp nurses and other staff provide*
6 *feedback to OK Camps for refinement and revision. All policies and procedures contained in this*
7 *guide should be consistent with American Camp Association Standards and Best Practices.*
8

9 *In endeavoring to craft a comprehensive document, we realize that the individual camp situations*
10 *will dictate how these guidelines are implemented. However, the principles that support the*
11 *particular practices should be met.*
12

13 *Please provide your feedback, comments and/or suggestions to the Administrative Assistant of*
14 *Camps and Retreats at the close of your camp session, including your name and contact*
15 *information so that we may follow up with you on specifics.*
16

17 *Thank you for your participation in this process.*
18
19 -----
20

21 **INTRODUCTION**
22

23 The health and safety of our campers and staff are of primary concern in the
24 operation of Oklahoma United Methodist Camps (OKCamps). This plan outlines
25 each aspect of the camp’s approach to and policies regarding health and safety.
26 The plan requires annual review with input from the camp nurse and
27 administrators.
28

29 The individual site (camp) utilizes a qualified nurse to carry out the physician’s
30 “Nursing Protocols”, to operate the Health Center, to conduct health and safety
31 education, to oversee general health and safety aspects of the whole camp
32 program. An off-camp consulting physician is on call and the camp establishes a
33 working relationship with the local hospital and ambulance services.
34

35 All members of the camp staff share in the responsibility for operating a safe and
36 healthy camp environment. Policies and procedures for health, safety, sanitation
37 and security should be included in written manuals and orientation.
38

39 All staff are responsible for health and safety standards in all activities, for
40 meeting camper health needs and supervision of personal hygiene. Staff need to
41 be aware of signs and symptoms of illness.
42

43 All camp staff, including service staff, are expected to understand and support
44 camp discipline and child abuse reporting policies and procedures (Safe
45 Sanctuary). Procedures are distributed and discussed during “orientation.”
46

47 “Specialists” including but not limited to activities such as Challenge Course, Low
48 Ropes Course, Gym, Archery, Nature Center, Learning Center, Christian
49 Education, Music, Drama, Dance, Arts and Crafts are responsible for health and

50 safety in the activities they supervise. They assess that campers are physically
51 and mentally ready for the activity, that a qualified person supervises the activity,
52 and that equipment is safe to use. Specialists are also responsible for
53 maintaining first aid kits in each of their areas.

54
55 Waterfront Staff are responsible for health and safety activities at the waterfront,
56 pool, and boating activities. Waterfront Staff are also trained in first aid and CPR.
57

58 Food Services Staff must maintain a high standard of safety, hygiene and
59 sanitation in food preparation and storage.
60

61

62

62 DEFINITIONS

63

64 **Camp Nurse.** A Registered Nurse, Licensed Practical Nurse, EMT, Nurse
65 Practitioner, Physician Assistant or Physician, who has the primary responsibility
66 of directing, overseeing and implementing camp health care for a given session
67 or time-frame.
68

69

70 **Staff.** Any paid or volunteer worker, full- or part-time who has a leadership role
71 in a Conference or District program or camp.

72

73 **Adult Leader.** An adult that serves as a cabin leader and accompanies a group
74 of campers throughout the day. In some settings, this term may be analogous to
75 “counselor,” “shepherd,” or “cabin leader.” Leaders in Training are not
76 considered Adult Leaders.

77

78 **Nursing Protocols.** May also be referred to as “Standing Orders,” “Treatment
79 Procedures,” or other similar terms. These are directions from a local physician
80 that provides general guidance to a nurse during his/her service at camp.
81

82

83

82 COMPOSITION OF HEALTH CARE STAFF

83

84 Camp Nurse

85

86 The Camp Nurse (Registered Nurse, Licensed Practical Nurse, EMT, Nurse
87 Practitioner, Physician Assistant or Physician) has the primary responsibility of
88 directing, overseeing and implementing camp health care. At least one Camp
89 Nurse should be present on site and on duty at all times that campers are on the
90 premises.
91

92

93 The nursing staff will also be supported by camp staff that are certified in
94 standard First Aid and CPR.
95

94

95

96 **Qualified First Aiders**

97

98 It shall be the policy of the camp that only persons currently qualified and
99 certified routinely perform any first aid including CPR. In any life-threatening
100 situation, untrained staff are to be advised to contact a qualified First Aid
101 responder, and to proceed in accordance with that person's instructions.

102

103 A qualified first aider, currently certified in first aid by the American Red Cross or
104 American Heart Association, shall be on duty at all times campers are present in
105 camp.

106

107 **General Camp Staff**

108

109 All staff involved in health care will be trained in accordance with written
110 procedures and also trained in the use of the supplies and equipment with which
111 they are furnished. Only those staff who are certified in Standard First Aid will
112 perform any first aid procedures above the level of routine unit health care.

113

114 Staff are expected to perform basic first aid in their cabins where appropriate, so
115 that simple daily hygiene concerns such as minor scratches/cuts or bug bites are
116 not brought to the nurse. Staff are also encouraged to use their counseling skills
117 to differentiate between sick cases and homesick or attention cases. If there is
118 any doubt, staff member should seek out camp nurse.

119

120 All staff are responsible for maintaining wellness through encouraging and
121 insisting upon proper hand washing after toileting and before meals, adequate
122 hot showers, attention to bowel movements, appropriate dress, staying dry and
123 clean, prompt changing out of wet bathing suits or clothing, keeping cabin and
124 common use areas clean, not sharing personal items, avoiding sunburn or heat
125 exhaustion, taking plenty of fluids, proper diet, tick inspection and adequate rest.
126 These apply equally to campers and staff.

127

128

129

130 **GENERAL PROCEDURES FOR HEALTH CENTER**

131

132 All staff shall be oriented in the following procedures by the camp administration
133 and health staff and shall receive a personal copy of these procedures during
134 orientation.

135

136 The Health Center will be the central location for the health care on camp and will
137 include separate rooms for males and female staff and campers as well as
138 isolation areas for quiet and rest. There will be one bed per every 50 campers
139 and staff.

140

141 The Health Center is staffed by at least one nurse. Staff and campers who need
142 routine health or medical care or to receive medications are to report to the
143 Health Center during established and posted hours only or as directed by the
144 Nurse.

145

146 Campers and staff are to line up in an orderly fashion and enter from the front
147 door only. A staff member from the camper's cabin is to escort any campers
148 visiting the Health Center and wait until they are finished, then return with the
149 camper with their health instructions. Campers are not to be sent without staff at
150 any time, and staff members must have permission from their immediate
151 supervisor except in emergencies.

152

153 At no time will the Health Center be a social gathering place. The telephone is
154 off limits to ALL except the health staff on official business.

155

156 All medical supplies and equipment, except for first aid kits will be kept in the
157 Health Center. First Aid kits will be assembled by the Site Director, Nurse or
158 designee, and will be placed in all camp vehicles, cabins, chapel, pool,
159 waterfront, and other specialty areas including dining hall.

160

161

162 **NURSING PROTOCOLS**

163

164 "Nursing Protocols" will be reviewed and approved annually by the Camp
165 Consulting Physician and are used in conjunction with their supervision. The
166 Camp Nurse will follow the "Nursing Protocols" as directed by Camp Consulting
167 Physician.

168

169

170

171

172 **HOSPITAL AND EMERGENCY TRANSPORTATION**

173

174 Written arrangements will be made annually prior to the camp season for
175 emergency medical transportation and hospital services.

176

177 Inform Site Director and Dean that camper will need to go to hospital or be seen
178 by camp physician.

179

180 In case of a life-threatening emergency, the Camp Site Director or his designee
181 will contact the ambulance corps or medevac, since basic life support systems
182 will be required.

183

184 Hospital:

185

186 Ambulance:

187

188 State Police:

189

190 Camp Consulting Physician:

191

192

193 **PARENTAL NOTIFICATION**

194

195 Parent/Guardians will be notified if their child needs to be seen in an emergency
196 room or by camp consulting physician. If child is to be seen at the hospital, a
197 hospital representative will also notify parent/guardian.

198

199 Specifically, the nurse should contact parents if:

200

- It is necessary to take the child to the doctor or hospital

201

- The child's fever is greater than 101 degrees F.

202

- There are any medication problems or irregularities

203

204 **FIRST AID KITS**

205

206 First aid kits will be prepared in the Health Center. First aid kits are found in
207 each cabin and every programming area. All staff are responsible for informing
208 the Nurse when any item in the kit needs to be replaced. The Cabin Leader is
209 responsible for keeping the first-aid kits properly stocked in their cabin.
210 Specialists are responsible for the condition of the kit in their programming area.
211 All refills can be obtained at the Health Center.

212

213

214 **AT CHURCH PROCEDURE**

215

216 There are no set procedures at this time for collecting medications at the church.
217 Shepherds for young campers may carry those child's medications- they should
218 be collected upon check-in at camp.

219

220

221 **FIRST DAY PROCEDURES**

222

223 Review Health Forms- Either the day of or day prior to camp, review Medications,
224 allergies, diet, etc.

225

226 Upon camper arrival, collect and log in medications. Sort medications by cabin
227 and administration times.

228

229 PRN (As needed) medications will be kept in Ziploc-type bags with name of
230 camper on label and placed in medication room.

231

232 Label all inhalers with name of camper. Label administration times or PRN.
233 Prepare a list of all asthmatics and what inhalers they are on. Make a copy for
234 the office.

235

236 Make a list of any ADD/ADHD children with medications. Identify administration
237 times, and camper cabin assignment. Also if children are ADD/ADHAD and have
238 no medications with them, contact parents to discuss and/or determine if camper
239 will need medication at camp.

240

241 **General Screening**

242

243 All campers will check in with the nurse upon arrival to camp.

244

245 **General.** As children come in, ask them if they have any other
246 medications in their bags, any allergies (bee stings, peanuts, etc) or
247 asthma. Identify children with chronic illness(es) and discuss their care
248 management.

249

250 **Head.** Check child’s scalp for any cuts, rashes or evidence of head lice
251
252 **Skin.** Check back of neck front of neck and shoulder areas for rash,
253 sores, scabs.
254
255 Record each camper’s screening. Log appropriate medical treatment to be
256 given. If treatment is indicated that is beyond the Nursing Protocols, consult
257 physician.
258
259 NOTE: If a child has head lice, take child to health center for shampoo and
260 treatment, according to “Nursing Protocols”. All clothing needs to be washed and
261 treated. Notify parents of treatment.
262
263 Prepare a list that includes asthmatics, allergies, abnormal med times, and other
264 pertinent information. Provide Adult Leaders a list of their campers that include
265 name, chronic condition, medication, administration times and precautions.
266
267 Finish logging in any medications, fill out medication records, file health forms
268 and notify parents of any medications not brought or not in original packaging.
269
270

271 **MEDICATIONS**

272
273 All medications will be stored under lock and key in the controlled possession of
274 the Camp Nurse including any refrigerated items.
275
276 Only those items approved by the Camp Consulting Physician or by the
277 individual camper or staff member’s physician will be stored or used. All
278 medications, prescription or over the counter, and all first aid items brought to
279 camp by campers or staff will be collected and dispensed only in accordance with
280 the Camp Health Plan. All medications must be current, in the original container
281 and clearly marked with the name of the prescribing physician, drug name,
282 strength and dosage. Return the unused portion to the individual at the end of the
283 session or season.
284
285 Collect camper medications upon arrival. Place each medication into a plastic
286 Ziploc-type bag with medication information placed on label of Ziploc-type bag,
287 and log in. Each medication will be labeled according to camper name, cabin,
288 time to be administered, medication name and dosage. A medication record will
289 be filled out for each camper taking medications whether a scheduled medication
290 or “as needed” medication.
291
292 Camper inhalers will be logged in, labeled and kept in Health Center so that
293 camper may have access to inhaler as needed. Adult Leaders should be
294 instructed on inhaler use during orientation. Inhalers will be given to Adult Leader

295 for hikes, canoeing, etc. Inhalers will be returned to Health Center at the end of
296 activity.

297
298 If for any reason, medication does not arrive in original container/packaging,
299 parents are to be contacted and instructed that medication will not be given.
300 Instruct further, that parents can overnight the correct medication in original
301 packaging. If medication is not received within 24 hours, child will be sent home.
302 No over the counter medication brought by camper will be given without
303 physician's order.

304
305 All staff will turn in any medication, prescription or over the counter, including
306 vitamins. Medications will be logged in and administered in accordance to above
307 procedures.

308
309 At the conclusion of each season, all unused camp stock medications will be
310 properly stored, or if they will expire or spoil, they will be destroyed under
311 supervision of the Camp Nurse.

312 313 **Medication Administration**

314
315 **Breakfast Medication.** Morning medication administration should be
316 prepared prior to breakfast. Campers will report to Health Center for their
317 medication(s). If a camper does not show up for morning medication,
318 have a staff person bring camper to Health Center after breakfast.

319
320 After breakfast you should have time to head back to the health center to
321 finish any cleaning that may need to be done and to sign medication
322 records.

323
324 **Lunch Medication.** Before lunch, prepare all mid-day medications.
325 Campers will report to Health Center for their medication(s). Nursing staff
326 needs to sit down and eat meals uninterrupted unless there is an
327 emergency.

328
329 When there is a camp rest time, nursing staff should also take this time to
330 rest unless there is a camp emergency. Take advantage of this "down"
331 time.

332
333 **Dinner Medication.** Prepare any dinner time medications and follow
334 same procedures as lunch. Some children overeat at dinner and then run
335 around and feel a little sick. There could also be more scrapes and cuts
336 during this time.

337
338 **Evening Programming.** Before the Evening Activity get bedtime
339 medications ready. These medications are given at the end of the
340 Evening Activity. Campers will come to Health Center for their medication.

341 **DAY-TO-DAY DUTIES**

342

343 The entire Health Center should be cleaned with a bleach/water solution or other
344 disinfectant. Floors are to be swept and mopped on a daily basis. Cleaning is
345 usually done each morning. This time is not set in stone and there are times that
346 the cleaning can be done in the evening. It will depend upon what is going on in
347 the Health Center on any given day.

348

349 Obtain the following bedding, towels, and cleaning supplies from Housekeeping:

350

351	6 pks of sheets	mop	small garbage bags
352	6 pks of pillow cases	broom	large garbage bags
353	4 pks of towels	bleach	paper towels
354	4 pks of washcloths	disinfectant	spray bottle

355

356 **Beds**

357 Clean mattresses and pillows with bleach/water solution or other disinfectant.

358 Clean mattresses at the beginning of the camp season and after each use.

359

360 Place sheet on clean bed and tie knots underneath to secure. Place top sheet
361 using hospital corners. Place folded blanket at foot of bed.

362

363 **Bathrooms**

364 Clean bathrooms on daily basis using bleach/water solution of disinfectant.

365 Sweep and mop floors remembering to do floors last.

366

367 **Waiting Area**

368 Desk, computer and filing cabinet will be set up by maintenance staff during Staff
369 Orientation.

370

371 **Treatment Room**

372 In the treatment room there is a locked cabinet where camper and staff
373 medications are stored as well as stock medications. There is a double lock box
374 located on wall to store narcotics.

375

376 Refrigerator will be turned on during staff orientation. Refrigerator is for
377 medications, ice packs and snacks. Refrigerator temperature should be checked
378 and logged daily. Temperature should remain at 42 degrees Fahrenheit or lower.

379

380

381 **Stock List**

382 See Health Center Inventory Lists for stock items. Stock items initially will be
383 ordered prior to camping season.

384

385 **Maintaining of Records**
386 Log Books- Bound book with numbered pages to include camper/staff name,
387 reason for visit, date and time.
388
389 Staff/Camper Files – Every staff member and camper must have a medical file
390 that includes health history form, physical and any medication records.
391
392 Contact Camp Director in case staff member does not have proper medical
393 forms.
394
395 Permission to treat for campers is found on the health form. Make sure that form
396 is signed by parent or guardian.
397
398 Daily Census- Verbally inform Dean/Camp Director of how the Health Center is
399 doing on a daily basis. Expect the Dean/Camp Director to visit Health Center
400 daily. Camp Nurse may also be asked to attend Administrative Staff Meetings to
401 update and give input on health related items.
402
403 **First Aid Kits**
404 First Aid Kits will be made up prior to first session by Health Administrator and or
405 First Session Camp Nurse. Kits are made up for each cabin and program area.
406
407 **End of Session Procedures**
408
409 The day before campers go home, place their medications in bags and sort by
410 cabin to be given out to Adult Leaders after breakfast on the last day.
411
412 Make sure that any notification forms are filled out for campers who went to the
413 doctor, hospital or required head lice treatment.
414
415 **Secure Forms** - All health forms and related documentation shall
416 be filed at the completion of each session with the Site Director.
417 These forms include Camper Health Forms, Staff Health Forms,
418 Medication Records and Log Book.
419
420 **Camper Health Forms** – Alphabetize forms and collate all loose
421 forms and attach to health forms. Secure with rubber band and
422 label with Session and dates.
423
424 **Staff Health Forms** - Alphabetize staff Health Forms. Secure with
425 rubber band and label with Session and dates.
426
427 **Medication Record** – Alphabetize camper medication forms by
428 session. Each record should include camper’s full name, cabin,
429 first and last name of Adult Leader, session and year attended.
430

431 **Log Book** – The Log Book is a bound book kept for entire camp
432 season. Leave for next nurse. If you are the last session, see End
433 of Season procedures.

434
435 After securing forms, place in the records filing box provided.

436
437 **Clean Up.** Complete all cleaning. Strip bed in nurse’s room.
438 Ensure Health Center is ready for next session’s Camp Nurse

439
440 **Nurse Transition Form.** At the end of each session the Camp
441 Nurse will fill out the “Nurse Transition Form” for the next session’s
442 Camp Nurse. This is very helpful in passing on any pertinent
443 information that the Nurse may need for the next session. Turn in
444 all sets of keys to Site Director before leaving.

445
446

447 **RECORDKEEPING**

448

449 **Logs and Reports**

450

451 The nursing staff will maintain a bound daily visit log book with numbered pages
452 which cannot be easily removed, and will include date, time and name of person
453 injured or ill, general description of injury or illness, description of treatment,
454 including any treatment away from health care center. Any medications given
455 will be recorded. Initials of person evaluating and treating will be included in the
456 daily log book. Nurses will also update the log in cases where medications are
457 administered at overnight sites by staff at their direction.

458

459 A separate record for the administration of medications will be maintained by the
460 nurse.

461

462 All entries will be recorded in blue or black ink.

463

464 **Accident/Incident Reports**

465

466 The nurses will complete an accident/incident reports for all cases, whether staff
467 or camper requiring more than basic first aid, and for all cases referred to a
468 physician or hospital. The reports will be kept on file for insurance purposes or
469 future treatment.

470

471 Once accident/incident reports are completed, the nurse should make a copy for
472 his/her records and forward the original to the Site Director within 24 hours of the
473 accident/incident.

474

475 If accident/incident is Worker’s Comp related, coordinate with Site Director
476 immediately.

477 **ADDITIONAL HEALTHCARE POLICIES AND PROCEDURES**

478

479 **Hand Hygiene**

480

481 Hand washing is the single most effective way to stop the spread of infection.

482 Encourage campers to wash with soap and water often, and especially after

483 using the bathroom. Antibacterial soap can be found in every bathroom at camp.

484 Both campers and staff should use this soap. In addition, waterless hand

485 sanitizer should be available in the dining hall.

486

487 **Tick and Lyme Disease**

488

489 All staff will be oriented by the Site Director (or nursing staff) about the problem

490 of lyme disease from ticks during the pre-camp staff training sessions. This will

491 include preventative measures such as proper dress, inspection of campers by

492 staff and campers themselves. The proper methods of removing and preserving

493 the bodies of the ticks in case of the need for laboratory analysis.

494

495 **Reportable Diseases**

496

497 In accordance with the state health regulations certain communicable diseases

498 must be reported as rapidly as possible, by contacting the Oklahoma State

499 Department of Health.

500

501 A report must also be made to the Camp Consulting Physician, if he is not

502 among camp health and key administrative staff.

503

504 The following diseases **must be reported** by any health practitioner or laboratory

505 personnel to the OSDH **electronically via the secure web-based Public**

506 **Health Investigation and Disease Detection of Oklahoma system or by**

507 **telephone (405-271-4060 or 800-234-5963)** immediately upon suspicion,

508 diagnosis, or testing as specified in the "Oklahoma Disease Reporting Manual".

509

510 **(1) Anthrax (Bacillus anthracis). (2) Bioterrorism – suspected disease. (3)**

511 **Botulism (Clostridium botulinum). (4) Diphtheria (Corynebacterium**

512 **diphtheriae). (5) Haemophilus influenzae invasive disease. (6) Hepatitis A**

513 **(Anti-HAV-IgM+). (7) Hepatitis B during pregnancy (HBsAg+). (8) Measles**

514 **(Rubeola). (9) Meningococcal invasive disease (Neisseria meningitidis).**

515 **(10) Novel coronavirus. (11) Novel influenza A. (12) Outbreaks of**

516 **apparent infectious disease. (13) Plague (Yersinia pestis). (14)**

517 **Poliomyelitis. (15) Rabies. (16) Smallpox. (17) Tularemia (Francisella**

518 **tularensis). (18) Typhoid fever (Salmonella Typhi). (19) Viral hemorrhagic**

519 **fever.**

520

521

522 **Standard Precautions**

523

524 Universal Precautions are to be observed at all times. This means disposable
525 gloves must be worn when treating an injury—regardless of whether the injured
526 person is a staff member or a camper—**GLOVES MUST BE WORN.**

527

528 **Soiled Linens or Clothes**

529

530 Place soiled linen or clothing in plastic bag. Place biohazard label on bag, label
531 bag with cabin name and Adult Leader and take to appropriate place for disposal
532 or cleaning. Inform Laundry Supervisor of the contents of bag. Gloves must be
533 worn when handling soiled linen or clothing. After discarding gloves, wash hands
534 thoroughly.

535

536 **Procedures for Cleaning Up Body Fluids**

537

538 When a camp staff member comes upon a scene where there is possible contact
539 with blood and/or body fluids, gloves must be worn. Caution must be exercised
540 to avoid contact with sharp objects which might puncture the gloves.

541

542 **Equipment Needed:**

543

544 Soap, water, paper towels, disposable gloves, disposable bags, bucket,
545 mops and disinfectants. Suggested disinfectant is household bleach (one
546 part bleach to 10 parts water. Example: 1 ½ cups bleach to one gallon
547 water, mixed fresh).

548

549 **Methods:**

550

- 551 1. After cleaning up fluids completely, remove gloves and place in waste
552 basket lined with plastic liner.
- 553 2. Takine care to not touch the contents, remove plastic liner and tie up.
554 Place in outside receptacle for pik up by camp maintenance crew. Mop
555 area if necessary
- 556 3. Wash hands with antibacterial soap for at least 15 seconds. Be sure to
557 thoroughly clean all areas of the hands including the nails. Dry with
558 paper towel
- 559 4. Replace plastic wastebasket liner.
- 560 5. Perform hand hygiene again.

561

562 Discard gloves after each use in wastebasket that is lined with a plastic
563 garbage liner. Next tie up the waste basket bag and dispose of it the
564 outside receptacle for pick-up by camp maintenance crew.

565

566 Always wear disposable gloves when dealing with any body fluids.
567 Replace the liner in waste basket. Wash hands after handling fluids and

568 contaminated items even if wearing gloves. Wash hands after de-gloving
569 with antibacterial soap and water. Rub hands together for at least 10
570 seconds. Scrub between fingers, knuckles and backs of hands and nails.
571 Rinse with warm water and use paper towel to dry hands thoroughly.

572
573 Discard disposable items including feminine hygiene products, bandages
574 and dressing in plastic lined trash container with lid, or place in a plastic
575 bag, tie shut and place in trash bag.

576
577 Never discard clean-up items into toilet septic system.

578
579 Always be careful in handling of waste material, including cabin garbage,
580 where sharp objects may be hidden among waster paper towels and floor
581 debris.

582
583 **For Washable Surfaces like tables and floors:**

584
585 For tables and bed frames, bathroom sinks and stools, wash with bleach
586 solution(one part bleach to 10 parts water). Handle with care as it can
587 irritate skin. **Always wear gloves.** Avoid applying to metal sinks, as
588 bleach corrodes most metals.

589
590 To mop floors, use same bleach 1:10 bleach to water ratio. Mop up body
591 fluid, dip, wring and repeat until it is cleaned up. Discard mop water down
592 toilet or drain. Disinfect mop with clean bleach-water solution. Wring
593 excess water from mop and stand upside down to dry, preferably in the
594 sun. Perform hand hygiene.

595
596 For camp mattresses, use a bleach solution in hot water. Wearing gloves,
597 wash the mattress down all over so that it's completely disinfected. Let
598 mattress air dry before making bed.

599

600 **Exposure of Intact Skin to Blood/Body Fluids**

601

602 Make sure to practice universal precautions where gloves are worn at all times
603 when dealing with any blood or body fluids.

604

605 If a staff member's intact skin should come in contact with any blood/body fluids,
606 the following procedure should be followed:

607

608 1. Thoroughly wash the exposed area with soap and water immediately.

609

610 2. If there is a question as to whether the skin covering the exposed area is
611 intact (for example, the employee has a pre-existing rash or other skin
612 condition in the exposed area) the procedure for "Exposure of Broken
613 Skin/Mucous Membranes to Blood/Body Fluids" must be followed.

614

615 **Exposure of Broken Skin/Mucous Membranes to Blood/Body Fluids**

616

617 Should a staff member come in contact with blood/body fluids in an area where
618 his/her skin is not intact (i.e.; need stick, knife wound, human bite) or should a
619 staff member come into contact with blood/body fluids splashed into mouth, the
620 following procedure should be followed:

621

622 1. Wash exposed area immediately with soap and water.

623

624

625 2. Report to Health Center immediately. Nurse will assess for further
626 treatment and will include precautions to be taken to further protect the
627 staff member from exposure to body fluids.

628

629

630 3. Physician will be notified for further instructions if needed.

631

632

633

634 **CLOSING PROCEDURES FOR HEALTH CENTER (End of Summer)**

635

636 **Medications**

637 Discard any expired medications or medications that will expire prior to the start
638 of camp for the following year. Check open containers for signs of contamination
639 and discard accordingly. Discard any refrigerated items.

640

641 Clean and disinfect medication cabinet, refrigerator, freezer and microwave.

642 Return any remaining medications to cabinet.

643

644 **Utility Closets**

645 Return any unused food to the kitchen.

646 Clean and reorganize closets. Discard any items that will expire.

647

648 **Securing of Forms** - All health forms and related documentation shall be filed at
649 the completion of each summer camping season. The standard is noted in the
650 "Record Keeping" section of the Healthcare Policies and Procedures. These
651 forms include Camper Health Forms, Progress Notes, Log Books and Medication
652 Records.

653

654 **Camper Health Forms** – Alphabetize forms and collate all loose forms and
655 attach to health forms. Forms should be divided and labeled by Session and
656 secure with rubber band.

657

658 **Staff Health Forms** - Alphabetize staff Health Forms and attach any Medication
659 Records. Secure with rubber band and label with year of camp season.

660

661 **Medication Record** – Alphabetize camper medication forms by session. Each
662 record should include camper's full name, cabin, first and last name of Adult
663 Leader, session and year attended.

664

665 **Log Book** – The Log Book is a bound book kept for entire camp season. Make
666 sure that year and Sessions used are labeled on front of Log Book.

667

668 After securing forms, place in a sturdy filing box and label box with contents.

669

670 **Record Maintenance**

671

672 At the end of each camp season, camper health forms and medication forms will
673 be alphabetized and will include year and session attended, cabin, first and last
674 name of Adult Leader. All records for campers will be maintained in the central
675 office for a period of three (3) years after camper has reached the age of
676 majority. These records include health histories, health exam forms, permission-
677 to-treat forms, health logs, medication logs and incident reports.

678

679 Staff health forms and medication forms will be filed alphabetically and include
680 year attended. These forms will also be maintained in the central office for a
681 period of twenty years as in accordance with OSHA standards.

682
683 All health records, books, and forms are to be sealed in sturdy boxes and clearly
684 labeled as to name of camp, contents, year, dates of camping season and
685 termination date for maintenance of records.

686
687 **First Aid Kits**

688
689 Site Director should collect all first aid kits and store in Medication Room if not
690 being used year-round. Make a list of missing kits, and any kits that are broken
691 and in need of replacement.

692
693 **Health Center Rooms**

694
695 Remove and bag bed linens and send to Housekeeping. Return clean un-used
696 linens to Housekeeping. Wash beds, and clean all three bathrooms. Empty all
697 trash baskets. Sweep and mop all floors. Any linens to be returned to Health
698 Center after cleaning, must be bagged and labeled "**Return to Health Center**".

699
700 Complete maintenance request form with any repairs or safety issues needed.
701 Maintenance staff will remove water cooler, air conditioner, desk and filing
702 cabinet. This most likely will be done the week after camp has concluded.

703
704 **Miscellaneous**

705
706 Check for mops and buckets. Clean and place in cleaning closet. Lock all
707 padlocks.

708
709 Turn in all sets of Health Center keys to Site Director or Office Assistant. Bring
710 sealed boxes with health records to Camp Office.

711
712
713

APPENDICES

NURSE TRANSITION FORM - OKCamps

The out-going nurse is responsible for completing this form with the in-coming nurse prior to leaving. OR, the In-coming nurse should complete this with the onsite health care provider or Site Director. Place a check on the line as items are accomplished.

In-Coming Nurse: _____

Out-going Nurse: _____

Transition Date: _____

<p>Tour of Camp</p> <p>Take a walking tour of the facility and indicate the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of first-aid kits <input type="checkbox"/> Procedure for checking cabins, bathrooms, etc. <input type="checkbox"/> Routine maintenance requests <input type="checkbox"/> Names of buildings, offices, residences, activity areas <input type="checkbox"/> Kitchen: <ul style="list-style-type: none"> _____ How to notify kitchen staff of special diet needs _____ How to get food supplies for health center _____ How to help kitchen staff stay healthy <input type="checkbox"/> Introduction to Key People <ul style="list-style-type: none"> _____ Camp Dean(s) _____ Business Manager _____ Head Cook _____ Waterfront Director _____ Remaining staff _____ Nurse assistant 	<p>Orientation to Health Center</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stock medications: location, how to re-order <input type="checkbox"/> Personal medications: routine for distributing/ charting daily meds, location of PRNs <input type="checkbox"/> Keys: pass health center key ring. Demonstrate which keys open what and how to open unusual locks. (Include refrigerated meds box.) <input type="checkbox"/> Admit area <input type="checkbox"/> Records box (go over use of each form.): <input type="checkbox"/> Individual health record <input type="checkbox"/> Letter to parents <input type="checkbox"/> Health log <input type="checkbox"/> Insurance forms <input type="checkbox"/> Worker's compensation form <input type="checkbox"/> Injury report cards <input type="checkbox"/> Session file with individual records <input type="checkbox"/> Orient to use of supplies: <ul style="list-style-type: none"> _____ Air splints _____ Germicidal wipes _____ Ice supply _____ CPR microshield <input type="checkbox"/> Routine for getting people to, and contacting camp physician <input type="checkbox"/> Contacting the Site Director <input type="checkbox"/> Relief nurse (if applicable) <input type="checkbox"/> Opening day registration procedures for camp
<p>Orientation to Health-Care Role at Camp</p> <p>Routine daily activities for health center:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Camp schedule <input type="checkbox"/> Giving routine meds <input type="checkbox"/> Time for cabin check <input type="checkbox"/> Phone procedures <input type="checkbox"/> Routine information to camp office <input type="checkbox"/> Health center hours <input type="checkbox"/> Staff meetings, time, and topics <input type="checkbox"/> Camp emergency system <input type="checkbox"/> Signals used to indicate emergency <input type="checkbox"/> Driver in emergency, how to contact <input type="checkbox"/> Role during waterfront emergency <input type="checkbox"/> Staff designated to help in emergency 	<p>Orientation to People with Special Health Needs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report on current clients and their care plan (Use log to summarize.) <input type="checkbox"/> Report on special-needs campers: <ul style="list-style-type: none"> _____ Diabetes _____ Asthma (carrying inhalers) _____ Recovering from illness/injury <input type="checkbox"/> Report on special-needs staff <input type="checkbox"/> Review injury/illness rate of staff <input type="checkbox"/> How to notify director when staff member is ill/injured <input type="checkbox"/> Risk management practices in use at camp <p>Additional Items Specific to the Camp Session:</p>

Name	Unit	Allergies	Unit Staff
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PRN and ONE-TIME MEDICATIONS

MEDICATION (Dose, Route, Frequency)	Reason for Med	Date, Time, and Initials								Effects Noted

DOCUMENTATION of OMITTED DOSE of MEDICATION

MEDICATION (Dose, Route, Frequency)	Dose Omitted	Reason for Omission	Initials