



YMCA Camp Evergreen

Health and Wellness Policies and Procedures

I. Camp Healthcare Providers and Certifications

- A. The primary healthcare provider for Camp Spaulding will be a Medical Director with an EMT or higher certification who will care for campers and staff. The Medical Director will be responsible for primary care and designation of a staff member to take first aid/medication duties if not on site. (See Medical Director description for job specific information)
 - 1. Camp will also alert Local Hospitals and emergency services of camp being in session as our primary emergency care response.
- B. Key camp staff will hold CPR for the Professional Rescuer and Wilderness First Aid to assist Medical Director as needed

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, Daxko. Daxko will hold the following information
 - a) Patient Information (Address, Phone Number, Parent Info)
 - b) Emergency Contact Information
 - c) Allergies
 - d) Medical and Psychological Conditions
 - e) Healthcare Providers Info
 - f) Parent Handbook and Sign off
 - g) Camp Waivers which include:
 - (1) Emergency Medical Treatment Authorization
 - (2) Medication Administration Authorization
 - (3) Transportation Authorization
 - (4) Acknowledgment that Information is Accurate
 - (5) Permission to participate in High Risk Program areas
 - (6) Photo Release
 - 2. Physicals and Immunization records will be stored at camp in paper form.
 - 3. All Medical information will be stored in this platform as well as printed prior to the first day of the session, to have a back up in case of a power outage
 - 4. 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 Redwoods online incident reporting
 - a) If the Medical Director is not providing care to a documented incident, the staff member providing care will submit a form to the Medical Director to enter into online portal
 - 2. For medication distribution, that will be logged on paper forms for the given camper. Medications will only be provided for prescriptions, no over the counter.

III. Staff Training

- 1. During Staff week, our Medical Director 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) Campers and staff wearing Socks to help prevent ankle injury and blistering. (Only exception is going to the water!)
 - (3) Campers and staff take steps to avoid sunburn, tick bites, and lice
 - b) Staff Roles in Camper Care of Injury/Illness
 - (1) Staff with first aid certifications 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 backpacks in addition to the general first aid kits that are located in the Health Center, Waterfront, the Pool, Office, Arts and Crafts, Ecology, Archery, Horses, Y-Arts, Unit Pavilions. 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. Only exception if a counselor has been given instructions and trained by the Medical staff for facilitating 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 ASHI First Aid procedures when dealing with any potential of infection, body fluid contact, or waste from treatment
- 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. 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 with basic first aid
- 2. In the event that the injury requires care outside of the scope of first aid, our Medical Director will take over treatment
- 3. After the Medical Director assess the injury/illness, care will be given. If the Medical Director decides advanced medical care is needed and it is not an emergency situation, parents will be notified.
 - a) If the camper/staff is in an emergency situation the camper/staff will be transported to a local medical treatment facility identified on registration form by calling an ambulance.

B. Parent/Guardian/Emergency Contact Notification

- 1. In the event that a camper experience a fever, illness, or general discomfort that cannot be overcome, the camper's parent/guardian/emergency contact will be called to come get them.

- a) Camper must be symptom free / have no fever for 24 hours without fever reducing medication, before returning.
2. In the event that a camper is sent to the hospital, the parent will be notified by either the Medical Director or Camp Director and will be informed of which emergency medical center they can meet us at.
3. Parent contact will be documented in communication log book and an incident report will be filled out

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 containers 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. Camper will self-administer medication