

YMCA Camp Pepin Health and Wellness Standard Operating Procedures

- A staff member minimally certified in First Aid and CPR must be on duty at all times.
- Camp will contract with professional waste management organizations to control the sanitary disposal of waste materials.
- All staff members must be trained in blood borne pathogens and the appropriate handling and disposal of infectious waste.
- All health care supplies and equipment will be housed in the Health Office. Staff will be trained in the location and use of these items according to the level and scope of their health care training and certifications. The restocking of health care supplies and equipment will be the responsibility of the Health Care Coordinator and/or the Camp Director.
- Staff members and campers residing on site must have a completed and updated Health Form on file. Any staff member or camper who is under 18 years of age must have a parent or guardian also sign his or her Health Form.
- Campers' Health Forms will be presented to the Health Care Coordinator at the beginning of each session and kept on file in the Health Office. The forms should be signed by a parent or guardian responsible for the individual and should include a health examination by a licensed physician. The information on the forms will be verified in writing by a parent or guardian responsible for the individual on the day that the camper checks into camp.
- The Health Care Coordinator will review all Health Forms for pertinent health care information on each staff member and camper (including physical limitations, medications, allergies, etc.), and will ensure that the forms have been signed by a parent or guardian and are easily accessible.
- When campers and staff arrive at camp, they will be screened within 24 hours of their arrival by a licensed medical provider or by an adult who is instructed to do the following:
 1. Check for observable evidence of illness, injury, physical limitations, communicable disease, and head lice.
 2. Verify and update health history information to identify any medication, changes in health status or special needs that may require further follow-up.
 3. Review and collect any medications to be dispensed during the staff's or camper's stay at camp
 4. Document the above screening in writing with the individual or with the parent or guardian responsible for the individual (if under 18 years of age).
- Prescribed and over-the-counter medications will be submitted to the Health Care Coordinator. These medications will be kept in a locked storage cabinet in the Health Office, and will be administered by the Coordinator either according to the prescription or as necessary. Any medication administrations will be documented in the camp's Medication Log by the Health Care Coordinator. Medications cannot be administered in non-emergency situations to anyone under 18 years old without the written or verbal consent of a parent or guardian.
- Anyone over 18 years old may sign a self-administration waiver for medications; anyone under 18 years old must have a permission form signed by a physician, parent, or guardian or must be supervised by a health care professional (or an administrative representative of camp) to self-administer medications.
- Any health care administration to campers or staff members at camp will be documented in the camp's Health Care Log by the Health Care Coordinator. If a camper or staff member is diagnosed with a non pre-existing health concern while at camp, the parent, guardian, or emergency contact listed on the camper's or staff member's Health Form will be notified.
- All staff members will be trained in preventative health care, including knowing how to avoid common ailments such as dehydration, sunburn, ticks, poisonous plants, and other potential hazards in the camp environment.
- In the event of a health emergency at camp regarding a camper or staff member, first aid will be administered to the victim in accordance with current American Red Cross procedures and in compliance with OSHA precautions and regulations. Should additional emergency procedures be required, advanced health care personnel will be summoned through a telephone call to 911. The Camp Director will be notified, as well as the parent, guardian, or emergency contact listed on the camper's or staff member's Health Form.
- An Accident/Incident Report form should be completed and filed for any situations requiring medical attention.
- Staff and camper Health Form copies and necessary medications must accompany any off-site trip that is farther than 5 miles away.
- Staff should become familiar with local emergency numbers during any off-site trip.
- All medical forms and records shall be labeled, dated, and stored for a period of 20 years, except for records of blood borne pathogen exposure, which shall be kept for 30 years.
- The Health Care Coordinator should be accessible and on-call anytime there are campers residing at camp. If no Health Care Coordinator is available, the Camp Director (or a staff member minimally certified in First Aid and CPR and appointed by the Camp Director) will act in the absence of the Health Care Coordinator.

I attest that I have read and approve of the above written procedures.

Reviewing Physician's Signature: _____ Date: _____

Camp Director's Signature: _____ Date: _____