



**First Aid/Medical Care
Policies & Procedures
Summer Camps & Retreats
3+ nights
(September 2018)**

Pineywoods operates under a Youth Camp license from the [Texas Department of State Health Services \(TDSHS\)](#). We are inspected during operation to ensure our compliance with the [Texas Youth Camp Safety and Health Act](#) and the [Texas Youth Camp Rules](#). We must comply with state regulations to maintain our camp license, to continue to operate and serve.

The purpose of this document is to communicate our policies and standard procedures, how we operate to remain in compliance with state regulations regarding medical and nursing care. Medical personnel, both volunteer and paid staff, must read and understand the policies and procedures before serving.

DEFINITIONS:

- Camper – A person of any age attending a retreat or camp, whether full-time or part-time, whether staying overnight or not, and including infants and children under school age.
- Adult – A person 18 years of age or older.
- Sponsor – An adult Camper responsible for the supervision of children/youth at the retreat/camp.
- Camp Medic – A person with a current medical license or certification who is *in the camp and on call at all times overseeing medical and nursing care of campers*. This person must have a minimum of an American Red Cross Emergency Response certificate or Medical Assistant certificate.
- Designated First Aid Area – Location to handle health and medical care as determined by Pineywoods and group leadership.
- First Aid Station – The Hester House, the designated First Aid Area for summer camps.

GENERAL POLICIES:

1. The Camp Medic will work in conjunction with Pineywoods Management and is expected to adhere to all camp policies, practices, and protocols, both written and verbal.

2. The Medic must provide his/her full name and birthdate to validate and document current licensing. A hard copy of his/her licensing or credentials will be kept on file at Pineywoods.
3. The Medic must provide Pineywoods with the following items before serving at camp: a Consent & Medical Release Form, printed copies of results from national criminal and national sex offender background checks for the current year, a certificate of completion for a state-approved training and examination program on sexual abuse and child molestation, and a character and integrity reference from his/her pastor.
4. Medical policies and procedures will be sent to the Medic prior to the retreat or camp. The Medic must read, understand, and sign their assent to adhere to them while serving at camp.
5. Pineywoods will ensure that First Aid medications and supplies are stocked at the designated First Aid Area.
6. Pineywoods will ensure a lockable cabinet or other secure location not accessible to campers is available to store medication, sharps, and related paraphernalia or devices.

MEDICAL RECORDS:

1. Campers (students and sponsors) are required to include a signed Medication Form with their medications.
2. The Medic must compare medication(s) listed on the Medication Form to checked-in medication(s), ensuring that the documentation accurately reflects the medication(s) and/or prescription(s) on hand. He/she must resolve any discrepancies between checked-in medications and the Medication Forms.
3. A hard copy of a Pineywoods Consent & Medical Release Form is required for EVERY CAMPER on the Pineywoods campus.
4. Consent & Medical Release Forms are to be kept on file in the designated First Aid area during the retreat/camp and are to remain at Pineywoods when the retreat/camp concludes.
5. Consent & Medical Release Forms are to be reviewed prior to or at the onset of the retreat/camp to ensure awareness of the medical condition(s) of campers.
6. The Medic must inquire with campers about medications listed on the Consent & Medical Release Forms that were not turned in and make every effort to ensure that NO medications are in camper lodging facilities.
7. The Medic is to obtain and have on file contact information for both a male and a female sponsor for each church attending the camp/retreat for communication purposes related to medical and nursing care.

MEDICATIONS, TREATMENT & LOGS:

1. ALL CAMPER MEDICATIONS, both prescription and non-prescription, must be turned in to the Camp Medic.
 - Sponsors are required to turn in their medications.
 - All medication must be in the original container. Prescription medication must be in the original container with the prescription label.
 - Each camper should put their medication(s) in a Ziploc bag labeled with their name and church name and include a signed Medication Form in the bag.
 - Maintenance inhalers must be checked in with the Camp Medic.
 - Medications needed for immediate use for life-threatening conditions (e.g. rescue inhalers and EpiPens) must be checked in with the Camp Medic unless the camper's doctor requires him/her to keep it on his/her person at all times. The camper must have a written statement of medical necessity from the prescribing doctor for the camper to carry it. The camper is responsible for his/her own medication and may only give it to his/her sponsor to hold (not a fellow student camper).
2. ALL medication must be stored securely and dispensed from the designated First Aid Area.
3. At no time shall a camper be allowed to self-administer medication without Medic supervision.
4. A Medication Form (i.e. Medication Administration Record) is to be maintained for each camper who brings medication(s) to the retreat/camp.
 - Medication Forms are provided by Pineywoods and require an authorization signature.
 - When administering medication the Medic must note the time and initial the entry.
 - Medication Forms remain at Pineywoods when the retreat/camp concludes.
5. A bound Medication Log, a record of dispensation of routine medications, will be kept in the designated First Aid Area and maintained during the retreat/camp.
 - In addition to updating the Medication Form, also record administration of routine medications in the Medication Log.
 - Each time a camper takes their routine medications, record their name, the date, and the time and initial the entry.
 - The Medication Log remains at Pineywoods when the retreat/camp concludes.

6. A bound Treatment Log, a record of every camper ailment and treatment, will be kept in the designated First Aid Area and maintained during the retreat/camp.
 - Record every administered treatment in the Treatment Log.
 - Record the camper's name, the date, the time, and the treatment and initial the entry.
 - Pineywoods supplies may be used to treat a camper.
 - The Medic may administer medication from the Pineywoods medicine supply as deemed necessary. Record medication administered from the Pineywoods medicine supply in the Treatment Log.
 - An icemaker is available to make ice packs as needed.
 - The Treatment Log remains at Pineywoods when the retreat/camp concludes.
7. The licensed/certified Camp Medic must handle and document all medications and/or treatments. Neither Sponsors nor any other persons shall handle the medical care of campers.
8. The Medic is to ensure that medications/treatments are administered in a manner consistent with directions on Medical Forms and/or prescription labels for the duration of the camp/retreat. In order to accomplish this, the Medic may have to track down a camper and/or his/her sponsor on campus.
9. At a children's camp/retreat, a child must be accompanied by a Sponsor when they go to the designated First Aid Area.

DESIGNATED FIRST AID AREA (Retreats):

1. Keep Consent & Medical Release Forms on file in this location during the retreat.
2. Properly store ALL medication and supplies in this location.
3. At the onset of the retreat the Medic must clearly communicate the location of the First Aid Area to all campers (children, youth, and adults) as well as how he/she can be reached when needed.

FIRST AID STATION (Summer Camps):

1. Only two Medics (same gender) may sleep in the First Aid Station each night. They will use the two queen-sized beds located in the back of the building. The nurses will share the bathroom located by their bedrooms.
2. Pineywoods supplies one set of keys to be used during a camp session. The keys open the front door, the treatment closet door, the large medicine cabinet, and the laundry room door.

3. During the day, one Medic needs to be in the First Aid Station most of the time. The Medic working during the day may step out to walk around camp and check on campers if he/she wishes. However, the Medic cannot be gone from the First Aid Station longer than one hour at a time, unless he/she is treating a camper somewhere else on camp. If no one is working in the station during a particular period of time, the front and back doors need to be locked and a sign needs to be placed on the front door stating the location of the Medic and the time he/she will return. A sign is provided to the Medic, so he/she just needs to fill in the blanks with an erasable marker and place it on the door.
4. At night when the Medic goes to bed, **all medications must be put into the treatment closet and locked up.** Also, the front door shall remain **unlocked** at night in case of an emergency. There is a doorbell on the wall leading into the treatment room that the campers can use to wake the nurse at night.
5. Isolation space is available if a camper is feeling ill or if he/she is contagious with something and cannot stay in his/her cabin. Feel free to use the isolation space any time during the camp session for sick campers. Clean linens are available in the laundry room when the space needs to be refreshed.

EMERGENCIES & NON-EMERGENCY DOCTOR CONSULTATIONS:

1. For all emergencies requiring immediate medical attention, **call 911 and Pineywoods Medical Staff.**
 - Call 911 and have an ambulance sent to the camp.
 - *Contact Banjo or an on-call manager and have them meet the ambulance at the front entrance to escort it to the camper.*
2. The Medic may send a camper to either Urgent Doc or CHI St. Luke's Health Memorial, both in Lufkin (approximately 45 minutes away), for an injury/condition that requires a doctor consult/diagnosis.
 - The camper needs to see a doctor but the injury is not serious.
 - The camper has an obvious fracture or dislocation.
3. For all non-emergency visits to Lufkin the sponsor for the injured camper must transport the camper to the doctor. ***Neither the Medic on call nor the Director can leave the camp to transport the camper.***
4. When the Medic sends any camper to the hospital or to see a doctor, he/she must send the camper's Consent & Medical Release Form and the Pineywoods insurance form with them.
 - The Consent & Medical Release Form is on file in the First Aid Area.

- The insurance forms are in the top drawer of the file cabinet located by the treatment room door of the First Aid Station.
- A sample insurance form is provided to aid in completing the form. Call Banjo, the EMT at Pineywoods, or the Camp Office if you need help with one of the forms.
- Pineywoods needs both forms on file. Copies of both forms also need to be provided to the care clinic/hospital.
- Either make copies of both in the Camp Office to send to Lufkin or ensure that the sponsor will have the clinic/hospital make copies of both forms for their records.
- Return to Pineywoods the original forms when the sponsor and camper return.

Contact information for Pineywoods Medical Staff and Management will be readily available to the Camp Medic for any questions or needs during the retreat/camp.