

Health-Care Policies and Procedures

Health-Care Policies A well thought out health-care plan provides direction for meeting the health and wellness needs of campers, staff, and user groups. The director, board and/or owners should determine the overall scope of services that will be provided and establish policies. Authority for approving policies varies for each camp. Check when completed.	Policy approved by:	Where written policies are located:
Scope and limits of health care provided <ul style="list-style-type: none"> <input type="checkbox"/> Health-care information on the needs of campers & staff, including any special medical needs: <ul style="list-style-type: none"> • health history on campers and staff • health exam on campers and staff • ratio of health-care personnel to participants • system for evaluating the camp's ability to meet participant's needs • permission to treat <input type="checkbox"/> Qualifications needed for on-site licensed health-care provider(s) (MD, RN, EMT, LPN, international nurses) first-aid & emergency-care personnel <input type="checkbox"/> Authority & responsibility of health-care administrator/manager <input type="checkbox"/> Authority & responsibility of program/support staff in health care: <ul style="list-style-type: none"> • sanitation (cleanliness, hygiene, health practices in camp) • meals (nutrition, special diets, etc.) • first aid <input type="checkbox"/> External medical and mental health resources access and needs (emergency, diagnostic, therapeutic) <input type="checkbox"/> Procedures and practices (reviewed annually by camp & within last three years by physician or nurse) 		
Health-Care Procedures Procedures should be identified for how people, on or off the site, can obtain routine and emergency health care. There should also be procedures for communication, sanitation, maintaining, and evaluating records and services. Check when completed.	Title of staff member responsible	Documentation that the practice exists and is being implemented
On-site care <ul style="list-style-type: none"> <input type="checkbox"/> Maintaining good health (diet, weather, exercise, rest, etc.) <input type="checkbox"/> Health screening <input type="checkbox"/> Eligibility for activities <input type="checkbox"/> Information on each camper & staff member <input type="checkbox"/> Reviewing health exams, records, & histories <input type="checkbox"/> Health care procedures for routine illness & injury care reviewed annually by physician <input type="checkbox"/> Medication administration <input type="checkbox"/> Preventing communicable diseases and exposure control <input type="checkbox"/> Monitoring sanitation in camp <input type="checkbox"/> Equipment & supplies: <ul style="list-style-type: none"> • disposal of medical waste • laundering of health-center linens <input type="checkbox"/> First aid/CPR (activities & locations where first-aid & CPR certified are required and where first-aid kits are located) <input type="checkbox"/> Emergency assistance <input type="checkbox"/> Maintaining a health-care shelter or center <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supervision of patients 		

<p>Off-site care</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-trip orientation on emergency procedures and first aid <input type="checkbox"/> First aid/CPR <input type="checkbox"/> Health screening prior to trip <input type="checkbox"/> Health and sanitation practices <input type="checkbox"/> Information on each camper and staff in case of emergency <input type="checkbox"/> Establishing relationships with out-of-camp providers <input type="checkbox"/> Emergency transportation <input type="checkbox"/> Emergency medical assistance <input type="checkbox"/> Nonemergency medical assistance <input type="checkbox"/> Nonemergency transportation for medical assistance 		
<p>Communication and confidentiality</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contacting parents: <ul style="list-style-type: none"> • responding to parent health-care calls • parent information on insurance • follow-up after camp <input type="checkbox"/> Expectations for keeping director informed on health-care issues <input type="checkbox"/> Decision about persons leaving camp for health reasons <input type="checkbox"/> Interaction with state, county, and local regulatory bodies <input type="checkbox"/> Calling emergency assistance OM-17, PT-8 <input type="checkbox"/> Handling media questions OM-17 <input type="checkbox"/> Information shared with staff HW -9 		
<p>Record keeping seasonal and long-term</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual camper and staff history and medical records reviewed prior to camp <input type="checkbox"/> Incident/accident reports <input type="checkbox"/> Treatment records (in and out of camp care) <input type="checkbox"/> Medication administered (in and out of camp) <input type="checkbox"/> Insurance and billing procedures <input type="checkbox"/> Sanitation records <input type="checkbox"/> Parent communication log 		
<p>Evaluating</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analysis of records <input type="checkbox"/> Client satisfaction 		