## 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.

<table>
<thead>
<tr>
<th>Policy approved by:</th>
<th>Where written policies are located:</th>
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### Scope and limits of health care provided

- Health-care information on the needs of campers & staff, including any special medical needs:
  - 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

- Qualifications needed for on-site licensed health-care provider(s) (MD, RN, EMT, LPN, international nurses) first-aid & emergency-care personnel

- Authority & responsibility of health-care administrator/manager

- Authority & responsibility of program/support staff in health care:
  - sanitation (cleanliness, hygiene, health practices in camp)
  - meals (nutrition, special diets, etc.)
  - first aid

- External medical and mental health resources access and needs (emergency, diagnostic, therapeutic)

- 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.

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<thead>
<tr>
<th>Title of staff member responsible</th>
<th>Documentation that the practice exists and is being implemented</th>
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### On-site care

- Maintaining good health (diet, weather, exercise, rest, etc.)
- Health screening
- Eligibility for activities
- Information on each camper & staff member
- Reviewing health exams, records, & histories
- Health care procedures for routine illness & injury care reviewed annually by physician
- Medication administration
- Preventing communicable diseases and exposure control
- Monitoring sanitation in camp
- Equipment & supplies:
  - disposal of medical waste
  - laundering of health-center linens
- First aid/CPR (activities & locations where first-aid & CPR certified are required and where first-aid kits are located)
- Emergency assistance
- Maintaining a health-care shelter or center
- Supervision of patients
## Off-site care
- Pre-trip orientation on emergency procedures and first aid
- First aid/CPR
- Health screening prior to trip
- Health and sanitation practices
- Information on each camper and staff in case of emergency
- Establishing relationships with out-of-camp providers
- Emergency transportation
- Emergency medical assistance
- Nonemergency medical assistance
- Nonemergency transportation for medical assistance

## Communication and confidentiality
- Contacting parents:
  - responding to parent health-care calls
  - parent information on insurance
  - follow-up after camp
- Expectations for keeping director informed on health-care issues
- Decision about persons leaving camp for health reasons
- Interaction with state, county, and local regulatory bodies
- Calling emergency assistance OM-17, PT-8
- Handling media questions OM-17
- Information shared with staff HW-9

## Record keeping seasonal and long-term
- Individual camper and staff history and medical records reviewed prior to camp
- Incident/accident reports
- Treatment records (in and out of camp care)
- Medication administered (in and out of camp)
- Insurance and billing procedures
- Sanitation records
- Parent communication log

## Evaluating
- Analysis of records
- Client satisfaction