



CAMP HEALTH PLAN

Each camp director should work with their Health Supervisor to supplement this Camp Health Plan with site-specific details.

HEALTH SUPERVISOR

Each camp must have at least one person who is designated as the Health Supervisor. This position should be this person's primary responsibility .

To serve in this position, a person must have at least one of the following current certifications and current certification in child/adult CPR

- * Community First Aid and Safety
- * Physician
- * Physician's Assistant
- * Registered Nurse
- * Nurse Practitioner
- * Emergency Medical Technician
- * Paramedic
- * Military Medic

Other staff persons who are currently certified in first aid may provide routine medical treatment (Band-aids, insect stings where there are no allergies, etc).

HEALTH CENTER OR FIRST AID AREA

The health center should be centrally-located and easily accessible to all. The location must provide the following:

- * Protection from the elements
- * An isolation area
- * Water for drinking and cleaning
- * Accessibility by ambulance
- * Quiet and Privacy
- * First aid and dispensary area
- * Toilet Facilities

If there is a need for biohazard disposal, this will be done through the Girl Scout Council summer program centers.

PROCEDURES TO CONTACT PARENTS/ MEDICAL PERSONNEL

The director or her designate is the only person who will contact parents or an ambulance if the need arises. Unit staff should **always** notify the director or first-aider in an emergency situation.

EMERGENCY TRANSPORTATION

A designated vehicle must be available for emergencies at all times. The following items should be in that vehicle at all times:

- * Map of area
- * Insurance forms
- * Accident Report Form
- * First aid kit
- * Instruction on what to do if an emergency arises
- * Extra money/Credit cards for fuel, tolls, meals, etc.
- * Directions to hospital, doctor, etc.
- * List of contact phone numbers
- * Cell phone
- * At least half a tank of gas

FIRST AID CENTER SUPPLIES

Each first aid center should have the supplies necessary to treat common camp-related injuries.

This includes the following:

- * Band-aids
- * Gauze pads
- * Insect sting medication
- * Triangular bandages
- * Feminine sanitary products
- * First aid tape
- * Children's strength pain reliever
- * Ice packs
- * Tissues
- * Coins for phone calls
- * Flashlight
- * Oral thermometer
- * Paper drinking cups
- * Pocket face mask or face shield
- * Safety Pins
- * Adhesive tape and bandages
- * Bottle of distilled water
- * White index cards, transparent tape, and self-closing plastic bag
- * Insect repellent with DEET (no more than 20% DEET for children/30% for adults)
- * Sun screen
- * Single-use latex/vinyl gloves
- * Calamine lotion
- * Tweezers
- * Scissors
- * Thermometer with covers
- * Upset stomach medication
- * Soap
- * First Aid Report Form
- * First-aid book
- * List of emergency phone numbers
- * Paper drinking cups
- * Plastic bags
- * Roller gauze bandages
- * Splints
- * Alcohol wipes

All supplies and equipment should be appropriate to the skill level of the health care personnel.

All equipment used primarily by persons with more medical knowledge should be discarded.

SPECIAL FIRST AID SUPPLIES

Pocket face masks should be made available to all lifeguards. These masks should also be located in areas where large groups meet (ie. crafts area, common building, etc.)

Latex/vinyl gloves should be worn at all times when treating a child. Discard these gloves after the treatment. Purchase vinyl gloves if your first-aider, campers or staff have an allergy to latex.

FIRST AID KITS

Each unit should have a first aid kit. This kit should be with the unit at all times. All camp staff should know how to properly use the items in the kit, how to document all first aid treatment, and how to get replacement supplies.

First aid kits should also be located in the following areas:

- * Health center or first-aid area
- * Emergency vehicle
- * Each program activity area (archery range, crafts area, etc.)

Unit first aid kits should contain the following items:

- * Band-aids
- * Gauze pads
- * Triangular bandages
- * Soap
- * First Aid Report Form
- * Insect repellent with DEET (no more than 20% DEET for children/30% for adults)
- * Sun screen
- * Single-use latex gloves
- * Ice packs
- * Tissues

MEDICATIONS BROUGHT BY CAMPERS/STAFF

All medication brought to camp by campers or staff should be kept by the health care supervisor or first-aider. All medications must be stored in a locked container or in the controlled possession of the adult responsible for making them available to campers or staff.

Camper's medication should be in its original container and marked with the camper's name and unit. A note signed by the camper's parent or physician must state the dosage. Staff's medication should also be kept in the health center to insure that it is inaccessible to campers.

Only a responsible adult will be permitted to administer medications.

COMMUNICATION SYSTEM

Be sure each staff member knows the procedure for contacting various persons. This procedure will include when persons are to be notified, who will be responsible for contacting whom, etc.

Be sure to include methods and procedures for contacting the following people/areas:

- * Outbased groups
- * Health Center
- * Special program areas
- * Emergency services
- * Hikers
- * Aquatic area
- * Council office
- * Parents

INSURANCE CLAIMS

For any accident requiring medical treatment, the adult accompanying the injured person to the doctor's office or emergency room must take the appropriate insurance claim form along. The camper's health history (which has the parent's emergency phone numbers and signature granting permission for treatment) must also be taken along.

For all Mutual of Omaha insurance forms -The form needs to be filled out completely and accurately. The Health Supervisor or Director should sign on the "Activity Representative's Signature" line. **If the hospital keeps the insurance form, be sure that the doctor completes and signs the appropriate portion of the claim form and forwards it to GSEP and NOT Mutual of Omaha! All forms must be validated by GSEP first.**

All doctor and pharmacy bills must also be sent to the Girl Scout office.

Be sure to fill out an accident report form as soon as possible after the incident so that the details are still fresh in the minds of those who witnessed it. This form should also be forwarded to the Girl Scout office.

Please note: Day camp volunteers are covered by the general Girl Scout Activity insurance and not Worker's Compensation.

CAMP INSPECTIONS

The camp health care supervisor or first-aider should inspect the unit areas and all-camp areas for health or sanitation concerns. These concerns should be made known to the director who will address them as soon as possible.

GROUPS LEAVING THE SITE

For each group leaving the camp property, there will be at least one adult who is currently certified in first aid and CPR accompanying the group. This adult is:

- * Equipped with a first aid kit
- * Oriented by the health supervisor to provide routing health care needs

- * Provided with written procedures to follow for illness, accident, or incident
- * Given written instructions on how to make available any medications
- * Given medication to be dispensed
- * Provided with a copy of each group member's health history
- * Provided with a health care record to document any health care administered

SAFETY TRAINING

Staff Safety training should include the following items:

- * Completion of a dated and signed attendance sheet
- * Emergency procedures
- * Documentation procedures
- * How to recognize and report to the Health Supervisor signs of possible illness
- * Effective hand washing techniques

CHILD ABUSE

GSEP does not tolerate any kind of abuse toward children. As the director, it is your primary responsibility to ensure that your staff knows appropriate methods of discipline and behavior modification.

As professionals working with children, we are mandated reporters of suspected child abuse. If any staff members suspect abuse, immediately notify GSEP. The situation will be addressed by a staff member.

HEALTH AND SAFETY FORMS

Health Histories

Girl and Adult Health Histories are to be kept in the Health Center. Additional copies should accompany groups going off-site.

Unit First Aid Report

This form should be included in all first aid kits. All staff must document all first aid treatment on this form. This information must then be transferred into the Health Care Record Log. The original record should be kept with the log as an additional form of documentation.

Health Care Record Log

A Health Care Record Log is kept of all care procedures carried out at the camp. At the end of each day, it is the Health Care Supervisor's Responsibility to transfer all information from individual unit's First Aid Record sheets to this log book.