

CSU
Summer Camp
Updated June, 2018

Handbook of Policies and Procedures

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CSU Summer Camp

CAMP PHILOSOPHY

CSU Summer Camp is a 6-day residential camp for junior Nordic skiers ages 14-18 held on the campus of the Winchendon School in Winchendon, MA.

Our goal is to encourage campers to maximize their athletic potential by improving their Nordic ski technique, endurance, and core strength. From offering high quality instruction by our coaching staff, to instilling important ideals like leadership, motivation, and sportsmanship, CSU Summer Camp seeks to provide a memorable and educational experience for every camper.

Activities include:

- Rollerskiing (with video) on the quiet back roads.
- Hiking and running on the Wapack and Midstate trails
- Hill-bounding
- Strength training, and
- Discussions on psychological preparation for training and racing
- Swimming in the school pool

CAMP ORGANIZATION

Director

CSU Summer Camp will have a Director at the camp at all times who is at least 25 years of age and who meets at least one of the following:

1. Has successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies or their equivalent, or
2. Has at least two seasons previous experience as part of an administrative staff of recreational camp for children.

In the event of the absence of the Director for more than 12 consecutive hours, the Director will appoint a designee who shall be at the camp at all times. The designee shall meet the qualifications as required by 105 CMR 430.102(A), (B) or (C).

Staff Counselors

Each counselor at CSU Summer camp will:

1. Have at least four weeks experience as a participant in structured group camping and/or at least four weeks experience in a supervisory role with children; or
2. Have satisfactorily completed a camp counselor orientation program prior to the arrival of campers.

Each junior counselor at CSU Summer camp shall have satisfactorily completed a junior counselor orientation program prior to the arrival of campers.

The age of counselors shall be as follows: (a) counselors shall have attained 18 years of age or have graduated from high school; (b) junior counselors shall have attained 16 years of age. All counselors and junior counselors shall be at least three years older than the campers whom they supervise. Age shall be determined at the start of the camp season.

Procedure for Counselor Background Review

Each counselor at CSU Summer Camp is a volunteer and will be screened to ensure they have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of our campers.

In making this determination, we consider, at a minimum, that information required under 105 CMR 430.090(D):

- For each camping season, we require that each volunteer provide:
 - (1) A prior work or volunteer history, including name, address and phone number of a contact person at each place of employment or volunteer service for the previous five years.
 - (2) A prior criminal history including, at a minimum, self-reporting of any felony conviction.
- CSU camp will obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
- CSU camp will obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board.

CSU camp maintains written documentation verifying the background and character of each staff counselor for three years, or as required by M.G.L. c. 149, § 52C, if applicable.

No person will be allowed to volunteer at CSU summer camp until we are in receipt of, review, and make a determination with regard to all provided background information.

Camper Group Assignments

As a residential recreational camp for children, CSU Summer camp will have at least one staff counselor for every ten campers. Junior counselors may be included in meeting up to one half of the camper/staff ratio within each general activity group, but only if they

have received training and supervision to verify their ability to handle camper groups independently.

At the start of CSU Summer Camp, each camper will be assigned to a group with a name (e.g. Red Group, Green Group) for group activities. Each group will have a designated staff counselor responsible for that group. Campers will always remain with their designated group during scheduled activity time. A copy of the schedule for daily activities will be provided to each camper and staff counselor.

Campers will also be assigned to dormitory rooms with two campers per room. Separate dormitory locations will be provided for male and female campers. Staff counselors will reside in the same dormitory with the campers and will be assigned to monitor camper activities during unscheduled time.

STAFF ORIENTATION PLAN

CSU Summer Camp provides orientation for all staff counselors, junior counselors and volunteers prior to the start of the camp session. We will not assign any person to be responsible for a group of children, nor use any staff or volunteer to supervise others until such person has completed our camp orientation program.

The staff orientation meeting will be held on the first day of camp before the 1st session and be lead by the CSU Camp Director.

Orientation Meeting Agenda

1. Welcome and introductions

Staff Counselors, Junior Counselors, Volunteers and Camp Director introduce themselves to the group.

2. Distribute camp handbook

This document describes our camp's philosophy, organization, policies and procedures.

3. Review key components of the handbook

Review medical policies and procedures, transportation procedures, Fire drill, lost camper plan, communication, emergency protocol, etc. Encourage staff to highlight and take notes.

4. Review and discuss residence hall policies and procedures

Orientation focused on residence hall policies and responsibilities of overnight staff counselors.

5. On-line head injury safety training program

Collection of certificates demonstrating completion of on-line head injury safety training program, Centers for Disease Control and Prevention’s “Heads-Up” training (link available here: <https://www.cdc.gov/headsup/youthsports/training/index.html>)

6. Questions or concerns?

Encourage the staff to ask any questions or discuss any concerns they may have.

Attendance will be recorded and the record will be retained for three years.

POLICIES AND PROCEDURES

Transportation Policy

Some activities at CSU Summer camp will take place at locations off-site from the Winchendon School campus. Transportation to these activities will be provided by CSU camp vans that meet with all applicable regulations of the Massachusetts Registry of Motor Vehicles and have current annual inspection stickers. The vans will only be used to transport that number of children or adults for whom there is seating space. However, when loaded with passengers and gear, the gross weight of the vehicle will not exceed the gross vehicle weight specified by the manufacturer regardless of whether or not the number of passengers is within the specified number of seats.

We strictly prohibit standing while in transit, sitting on the floors or in the aisles, and projecting head or limbs outside of the vehicle. All campers and counselors are required to wear seat belts. When transporting campers, sharp, heavy or potentially dangerous objects will not be transported unless they are securely restrained.

The driver of a vehicle transporting campers and staff shall be at least 18 years of age, have at least two year’s driving experience as a licensed driver, possess a valid license for the type of vehicle, and possess a current American Red Cross Standard First Aid Certificate, or its equivalent. If there is a second staff person in the vehicle possessing the required first aid certification, the driver need not be certified.

Traffic Control Plan

In accordance to 105 CMR 430.210 (D) all recreational camps must have a traffic control plan.

Drivers will enter Winchendon school campus area via the main entrance and obey all traffic signs. They will drop off campers in designated area and then follow school traffic plan to exit the campus area.

Substance Abuse Policy

No camper may use any tobacco product (including e-cigarettes), alcohol or any controlled drug at any time during or on the way to or from camp.

Contingency Plan

CSU camp will have a contingency plan in accordance with 105 CMR 430.211-212.

If a camper does not show up for the start of camp (via parent drop off or other transportation), the staff will double check the attendance list or roll call, and then they will call the parents/guardians or other contact names provided on the application form to determine the issue.

If a child arrives to camp without having registered for the camp they will not be allowed to attend. Staff will find out which child the unexpected child arrived with and obtain the contact information from that child's application and contact those parents/guardians on that list.

If a child who is registered for camp and is on the roll as attending camp does not show up for an activity, the lost camper plan will be instituted.

At the conclusion of camp, campers will be released to parents or designated guardians only. If no one arrives to pick up the camper, the parents or designated guardians will be contacted and staff will stay with the camper until they arrive.

Policy for Disciplining Campers

CSU Summer Camp follows a policy for disciplining campers that is in accordance with 105 CMR 430.191(B). We review our discipline policy with all camp counselors during their orientation training prior to the start of the camp session.

Our policy states that:

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

Each camper's behavior will be handled on a case-by-case basis, and all disciplinary acts will be used with discretion and with the best interest of the camper in mind. Any camper who is continually disruptive or who chooses to violate camp policies will be referred to the camp Director. We will keep records of camper misbehavior, noting date, time, and campers/staff involved in the incident. If the camper's behavior is deemed detrimental to the quality of camp and the experience of other campers, the camper's parent/legal guardian will be contacted and the camper will be dismissed from camp (without refund).

Prevention of Abuse and Neglect

We will protect campers from abuse and neglect while in our care and custody by properly screening and training our staff and regularly supervising their activities.

Reference checks on all camp counselors are conducted prior to their participation at CSU summer camp. At no time during CSU summer camp may a counselor be alone with a single child unobserved by other staff. While serving at our camp, counselors are prohibited from arranging private contacts with minors who are attending CSU camp.

Counselors will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter. Counselors will not verbally or emotionally abuse children.

A camper who has been subjected to abuse or neglect should inform an adult - their parent, their coach, a camp counselor or the Healthcare Supervisor.

Campers should report the presence of any unrecognised people to any camp counselor or other adult at the camp.

Procedure for reporting of suspected incidents

Our procedures for reporting suspected incidents of child abuse and neglect, whether occurring at the camp or at the child's home or other location, are in accordance with procedures described in M.G.L. c. 119, §51A and include:

1. All staff will immediately report any suspected child abuse or neglect. The report can be made either to the Massachusetts's Department of Children and Families or to the camp Director.
2. The camp Director will immediately report suspected abuse or neglect to the Department of Children and Families by oral communication at 800-792-5200. Within 48 hours of making the oral report, the camp Director will send a written 51A report to the appropriate Department of Children and Families office.
3. The camp director shall notify the Board of Health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.

We will cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. We will ensure that an allegedly abusive or neglectful staff counselor does not work

directly with campers until the Massachusetts Department of Children and Families investigation is completed.

Lost Camper Plan

All recreational camps for children must have a written lost camper plan in accordance with 105 CMR 430.210(C). All CSU Summer Camp counselors will be trained in our procedures described below during the orientation meeting.

Time is a critical factor in a search for a missing person. During a lost camper search, the camp Director will be in charge of the entire search to avoid confusion and wasted time. Counselors should immediately report the missing camper to the Director, in person or by cell phone, including the following information:

- Camper's name and age
- Last place the camper was seen
- What the camper was wearing
- Other information that could be helpful

The Director will then use a cell phone call to alert all staff that a person is missing. If available, the Director will use a public communication system to ask the camper to report to a designated area. At that time, the Director may also choose to move all campers to one central location to do an accurate head count or roll call.

If the last place the camper was seen was on the Winchendon school campus, a search of all bathrooms, showers, locker rooms, dormitory rooms, dining hall, and other areas used by CSU summer camp will be conducted. Camp staff will search assigned areas to ensure the camp and surrounding Winchendon school campus are thoroughly searched. If the camper was last seen during a scheduled activity off-campus, a search will be conducted of the road, bicycle path, hiking trail or other area in which the camper was last seen. If the camper is observed to be taken by force, immediately notify police by calling 911. Witnesses should gather information and report to police on location, description of suspect or vehicle, license plate number, direction of travel, and remain on the phone with dispatcher as long as possible.

We will notify emergency personnel by calling 911 if the camper is not found immediately or if the camper requires medical intervention. The search will continue until all campers are accounted for.

Lost Swimmer Plan

In accordance with 105 CMR 430.210 (C) all recreational camps for children must have a lost swimmer plan. All CSU Summer Camp counselors will be trained in the following procedures during the orientation meeting.

Counselors will use a predetermined signal, such as a cell phone, to alert all staff that a swimmer is missing. Counselors will immediately report the missing camper to the Director, who will be in charge of the search, and convey the following information:

- Camper's name and age
- Last place camper was seen
- What the camper was wearing
- Any other information that could be helpful

Lifeguards will clear the swimming area and search the pool. If available, the Director may use a public communication system to ask the lost camper to report to a designated area. At that time, the Director may choose to move all campers to one central location to do an accurate head count. The person in charge will interview the person who reported the lost swimmer to determine where they were last seen and the search will begin there.

The Director will contact emergency personnel, such as the local fire department, police or search and rescue squad and the dispatcher will be notified that we have a possible lost swimmer. It is better to cancel an emergency call once the swimmer is safe than to delay a call that might save the swimmer. Other staff will check Winchendon school campus, such as bathrooms, showers, locker rooms, dormitory rooms, dining hall and other areas used by CSU camp. Camp staff will search assigned areas to ensure that the camp and surrounding Winchendon school campus are thoroughly searched.

We will notify emergency personnel by calling 911 if the camper is not found immediately or if the camper requires medical intervention. The search will continue until all campers are accounted for.

Fire Evacuation Plan

In accordance with 105 CMR 430.210(A). The following section describes the fire evacuation plan for the CSU summer camp. The plan includes directions for leaving the dormitory building, directions to the designated meeting area, description of the communication systems used, and emergency response numbers in the case of a fire. The staff will be advised of these procedures during their orientation meeting prior to the camp session. Staff counselors will familiarize themselves with the location of fire extinguishers, fire alarm boxes, and fire exits.

A fire drill will be held within the first 24 hours of the beginning of the camp session. We will use a fire drill checklist to assist in the process and to document that the fire drill was performed.

Staff counselors will be assigned to be in charge of specific areas of the dormitory building during a fire or fire drill. During a fire or fire drill, the designated meeting area for campers and staff outside the dormitory building is the gazebo. At the designated

area, assigned staff will conduct a roll call. Campers must remain in this designated area until the fire drill/alarm has ended. This area should be far enough away from buildings so as not to interfere with fire department operations.

During a fire emergency, staff will immediately

- Notify anyone in the immediate area of danger
- Close doors to confine fire/smoke, but do not lock them
- Activate, or request that someone else activate, the fire alarm
- Evacuate the building, assist campers and other staff under your direction, as quickly as possible via the nearest Fire Exit.
- Walk, do not run.
- When descending from upper floors do not use elevators; use nearest stairway.
- Go to the designated meeting area and camp staff will take attendance.
- Report any missing participants to Camp Director
- Camp Director will report missing participants to emergency personnel.
- Dial 911 and give them the following information:
 - Building name/address: Winchendon School, 172 Ash Street
 - Nearest cross street: Rte 12
 - Location of fire in the building
 - Known information about the fire/smoke
 - Callback telephone number
- Do not hang up until the emergency services operator does so.

Falsely sounding a fire alarm will lead to immediate expulsion from camp, criminal prosecution, and removal from campus.

Disaster Plan

In accordance with 105 CMR 430.210(B). The following section describes the disaster plan for the CSU summer camp. The plan includes directions for leaving facility buildings, directions to designated meeting areas, and description of the communication systems that will be used in the case of an emergency. The staff will be advised of the procedures in this plan during their orientation meeting.

General procedures

- If advised by authorities to evacuate an area, do so immediately.
- Occupants will be notified to evacuate or retreat to shelter through the use of voices, alarms, whistles, etc.
- When being evacuated, campers and staff should leave the dormitory building immediately using the nearest staircase and exit to the outside and meet at the designated meeting area used during fire evacuations/fire drills.

- If necessary, campers and staff will be transported from the camp facilities to emergency facilities, including, but not limited to, emergency shelters using the CSU camp vehicles or vehicles designated by local authorities.

Tornado or High Winds

- Go to a basement (if available) or to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Crouch down against the floor and cover the back of your head and neck with your hands.
- If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

Flash Flood

- Evacuate low-lying areas – go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than ankle deep.
- If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

Lightning

When inside

- Avoid using the telephone (except for emergencies) or other electrical appliances.
- Do not take a bath or shower.

When outside

- Go to safe shelter immediately.
- If swimming, get out of the water immediately and move to a safe shelter away from the water.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

Wildfire

- Listen to local radio or television stations for updated emergency information.
- Follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
- If you are trapped, crouch in a pond or river. You cannot outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

Health Care Policy

CSU Summer Camp health care policy is approved by the local Board of Health and by the camp Health Care Consultant in accordance with 105 CMR 430.159(B). Each counselor receives a copy of the policy and is trained during staff orientation to implement the policy.

Additionally, prior to admitting a child to camp, the parents are provided with a copy of the following sections:

- Care of mildly ill campers
- Administration of medications
- Procedures for providing emergency health care.

A complete copy of the CSU camp health care policy will be provided to parents upon request.

Health Care Consultant

- Name: Sandra Meyerson
- Address: HVMA Concord, Atruis Health, 330 Baker Avenue, Concord, MA 01742
- Telephone: (978) 287-9300

Our Health Care Consultant is a designated Massachusetts licensed physician practice in the Commonwealth of Massachusetts.

Duties & Responsibilities

1. Be available for consultation at all times (if the Consultant is not available, an appropriate professional covering for the Consultant is sufficient, provided that all necessary arrangements are made to inform the camp that there will be coverage).
2. Develop and oversee a written policy for the administration and storage of medications at the camp. This policy will define which individuals will administer medications. The Consultant may make an exception for the use of Epi-pens® for campers with a known allergy or pre-existing medical conditions.
3. Determine the safety and appropriateness of medication administration by designated and appropriately trained Health Care Supervisors.
4. Develop and provide medication administration training and appropriate oversight to selected Health Care Supervisors. ***Document the training and evidence of competency of each health care supervisor trained and designated to administer medication.***
5. Develop a procedure to ensure positive identification of each camper who is to receive medication.
6. Provide professional oversight to ensure that appropriate procedures are in place for the safe administration, storage and record keeping of medications. ***An active log sheet for each medication administered during each camp shall be maintained, as required by the Department of Public Health.***
7. Provide guidelines for medication administration and the circumstances under which the Health Care Consultant must be notified.

8. Assure that appropriate personnel are on staff and present when necessary for administration and storage of each medication. Review the orders, medication label, potential side effects, adverse reactions, and other pertinent information with all personnel administering medications.
9. Review all documentation relating to medication administration at the beginning of each camp session and as often as necessary.
10. Approve and sign a completed health record for each child who will receive medications including, but not limited to:
 - a. Name of the camper
 - b. Medication Information: Name of medication, Date of order, Name of licensed prescriber
 - c. Dosage: Amount to be given during camp, specific time when it is to be given, duration of the medication order
 - d. Quantity of medication received by medical staff
 - e. Expiration date of prescribed medication
 - f. Storage requirements
 - g. Administration directions, precautions, possible side effects or other medications in use
 - h. Location where medication administration will occur
 - i. Authorization by parent/legal guardian for the administration of medications (medical release form)

Health Care Supervisor(s)

Counselors approved by the Health Care Consultant to administer medications:

Mona Maclure

Our Health Care Supervisor is at least 18 years of age and will be present at the camp at all times. The Health Care Supervisor shall be a Massachusetts licensed physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, or other person specially trained in first aid. First aid training shall mean at least current certification in American Red Cross Standard First Aid, or its equivalent and CPR.

Duties & Responsibilities

1. Demonstrate safe handling and proper storage of medication.
2. Demonstrate the ability to administer medication properly:
 - Accurately read and interpret the medication label
 - Follow the directions on the medication label correctly
 - Accurately identify the camper for whom the medication is ordered
3. Demonstrate the appropriate and correct record keeping regarding medications given and/or self-administered.
4. Demonstrate correct and accurate notations on the record (medication release form) if medications are not taken/given either by refusal or omission.
5. Describe the proper action to be taken if: Medications are not taken/given either by refusal or omission, any error is made, or there are adverse reactions

6. Use resources appropriately, including the Health Care Consultant, parent/legal guardian or emergency services when problems arise.
7. Understand and be able to implement Emergency plans and 911 access.
8. Describe appropriate behaviors that assure confidentiality.

The Health Care Supervisor will be on the premises at all times. The Health Care Supervisor will have access to all camp and staff medical records for the duration of the camp. The Health Care Supervisor will maintain a medical log which will be readily available to medical personnel. All medications will be properly stored and secured at all times and distributed by the Health Care Supervisor and follow all written instructions set forth by the Health Care Provider.

The Health Care Supervisor will encourage all campers to use preventative care procedures (i.e. staying out of the sun for extended periods, drinking a recommended amount of water, continually stretch, etc.). Reports of serious injury or fatality will be accurately reported to the MDPH (Massachusetts Department of Public Health).

Because CSU Summer camp is a residential camp in which the total number of campers and staff is less than 150, the health care supervisor may have additional non-health related duties, but shall at all times be available at the camp to render emergency first aid.

Emergency Telephone Numbers

- Fire: 911
- Police: 911
- Rescue/Ambulance: 911
- Poison Control Center: 800-222-1222
- Hospital(s) for emergencies
 - Name: Heywood Hospital
 - Telephone: 978-632-3420
 - Address: 242 Green Street, Gardner, 01440

First Aid Facility

The operator of each residential camp shall provide a single facility identified as an infirmary or first aid facility. Such facility in a residential camp shall have an exterior light remaining lit all night which is visible from a distance.

The nurses office in the main building of the Winchendon School is this facility.

Procedures for Using First Aid Equipment

- Location for First Aid kit(s): In room of Jamie Doucett or in van with him.
- Location for First Aid Manual: with first aid kit.
- First Aid is administered by Jamie Doucett
- First Aid Kit is maintained by Jamie Doucett
- First aid kits contain emergency first aid supplies to meet the needs of the campers and staff, including but not limited to non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way

valve, tweezers, a cold pack and barrier protection gloves, preferably of non-latex composition.

Care of Mildly Ill Campers

With permission from the parent or guardian and the Health Supervisor, campers with mild colds may be permitted to attend camp. However, campers with a fever will not be permitted to attend camp.

Campers who are mildly ill but able to attend camp will be monitored by the Health Supervisor. They will be asked to go home at the discretion of the Health Supervisor should the illness become more severe.

All mildly ill campers will be sent to CSU camp infirmary. The infirmary is designed to provide isolation for an ill child with a communicable disease if suspected of such illness or otherwise in need of quiet and rest. The infirmary is separated from the regular living and sleeping quarters to insure both quiet to the patient and safety to other persons. An isolated child shall be provided with adult supervision. The Health Care Supervisor will determine whether the camper shall be permitted to return to camp activities.

If the child is unable to take part in camp activities the Health Care Supervisor will contact the camper's parent/legal guardian, inform them of the situation and inform the Camp Director that the camper is being dismissed early into the care of his/her parent/legal guardian.

Plan for Infection Control and Monitoring

No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms thereof, will be allowed to work or attend the camp and interact with children in any capacity which might bring him/her into contact with any camper at the camp.

Space will be designated for isolation of a child ill with a communicable disease, suspected of such illness, or otherwise in need of quiet and rest, at a location suitably separated from the regular living and sleeping quarters so as to insure both quiet to the patient and safety to other persons. The space shall be suitably equipped and not used for any other purpose. An isolated child will be provided with adequate adult supervision.

Communicable Disease Reporting

An accurate report of each case of communicable disease will be immediately reported to the local board of health. This written report is to be made to the Camp Director and includes the name and address of any individual in the camp known to have or suspected to having a communicable disease. Until the camp health care consultant has been notified and taken the appropriate action, strict isolation of the individual will be maintained.

Hand Washing

Since proper hand washing is crucial to preventing the spread of infection and illness, camp staff will always encourage campers to wash their hands before and after each training session and before each meal. Furthermore, all staff members, especially medical personnel, must wash their hands before any type of physical contact with a camper and/or after treatment is complete.

Universal Precautions

Universal precautions pertaining to blood and bodily fluids:

1. Take necessary steps to prevent exposure through preventative maintenance and cleaning methods.
2. Wear non-latex gloves when direct care of the camper involves contact with blood or bodily fluids.

Procedures for Emergency Health Care

Each camper's medical information with emergency telephone numbers will be readily available to the Camp Director and camp medical staff, both during on-site and off-site activities, in case of medical emergency.

A medical emergency is any severe, life threatening situation; any situation requiring immediate medical assessment and treatment. In the event of a medical emergency, all staff members are to act in a calm, controlled manner and will follow these general procedures:

Assess the situation/make observations:

- a) Is the camper in pain?
- b) Is there a suspicion that the camper has been injured?
- c) What, in general, are the nature and extent of the injury(ies)?
- d) Is there the possibility of a bone fracture?
- e) Is the camper conscious or unconscious?
- f) Is the camper having a seizure or convulsion? Is the camper actively bleeding from any site?

If a significant injury is suspected:

- a) Do not try to move or turn the camper.
- b) Do not try to remove the camper's helmet.
- c) If the camper is actively bleeding, put on rubber gloves and apply direct pressure to the bleeding site using one or more sterile gauze pads.
- d) If the camper is unconscious, feel for a pulse at the wrist, and assess whether or not the camper is breathing. Do not try to arouse the camper by shaking him or her. Try to make contact only by voice.
- e) If the camper is unresponsive, has no detectable pulse, and is not breathing, institute basic cardiac life support (Cardiopulmonary Resuscitation) with a partner.

- f) If emergency care is required, have a partner call 911. Do not leave the injured camper alone. Do NOT hang up from the 911 dispatcher until all information has been verified and the dispatcher concludes the conversation.
- g) Notify the Camp Director. The Camp Director will identify the personnel (Health Care Supervisor, Counselor, Director, etc.) to accompany camper in the ambulance. Designated camp personnel must remain with the camper in the ambulance and remain with the camper until the parent/legal guardian arrives. Paramedics will take over care of the camper when they arrive and decide which hospital is appropriate. The camper's health care information, emergency contact information, insurance information and all available information pertinent to the camper will travel with the camper to the hospital.
- h) If a camper requires emergency care of any kind, the camper's parent or guardian will be notified.
- i) An injury report form will be completed and a copy sent to the Massachusetts Department of Public Health within seven days of occurrence. A copy will be retained by the program.

Emergency Procedures If Parents Cannot Be Contacted

If the parent or guardian cannot be reached:

- a) Appropriate emergency care will be administered as indicated by the situation.
- b) The emergency contacts listed on the camper's emergency contact form will be contacted at the phone numbers listed.
- c) Further attempts will also be made to notify the parent or guardian.

Administration of Medication

Medication prescribed for campers will be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over-the-counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

All medication prescribed for campers will be kept in a locked storage cabinet used exclusively for medication. Medications requiring refrigeration shall be stored at temperatures of 38° to 42°F in a locked box, used exclusively for medications.

Medication will only be administered by the Health Care Supervisor or by a licensed health care professional authorized to administer prescription medications. If the Health Supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the Health Care Consultant. The Health Care Consultant will acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

When no longer needed, medications will be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed as follows:

1. Destruction of prescription medication shall be accomplished by the Health Care Consultant, witnessed by a second person and recorded in a log maintained by the camp for this purpose. The log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction. The Health Care Consultant and the witness shall sign each entry in the medication destruction log.
2. The medication log shall be maintained for at least three years following the date of the last entry.

Campers and Self-Administering Medication

If a child is capable of self-medicating, and the parent or guardian and the Health Care Consultant have given written approval, the camper may be allowed to carry these devices with him or her at all times in order to self-administer when necessary:

- Campers who require the use of Albuterol metered dose inhalers, or equivalent, will be permitted to use them up to three times in a 24-hour period. If more frequent dosing is required, the parent or guardian will be notified. In addition, the camper will not be allowed to participate further until he or she has clarified the dosing of the inhaler with the Health Supervisor and Consultant.
- Campers who are capable of self-medicating using a prescribed Epi-Pen® or inhaler, and the parent or guardian and the camp Health Care Consultant give written approval, the camper may be allowed to carry these devices with him/her at all times in order to self-administer when necessary.
- If a diabetic child requires his/her blood sugar to be monitored, or requires insulin injections, and the parent or guardian and the camp Health Care Consultant give written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject him/herself. Blood monitoring activities and self-injection must take place in the presence of the Health Supervisor.

Medical Waste

Management of the medical waste generated at recreational camps will abide by the minimum standards in 105 CMR 480.000. Any and all generators of such waste must abide by the minimum standards noted in the document. If waste is generated, record keeping logs, documentation of proper storage, transportation, treatment and disposal of any waste generated will be noted on these documents:

<http://www.mass.gov/eohhs/docs/dph/regs/105cmr480.pdf>

<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/105cmr480-medical-waste-off-site-log.pdf>

<http://www.mass.gov/eohhs/gov/departments/dph/programs/environmental-health/comm-sanitation/medical-waste.html>