

## CAMP SUNSHINE HEALTH SERVICE POLICY

### A. General Statement

The responsibility for the general welfare of all campers while in residence at Camp Sunshine is vested in the Camp Sunshine volunteers. Their job responsibilities are primarily concerned with supervising children. Any of these persons by virtue of the nature of their position, are expected to exercise leadership and good judgment in providing for the safety and good physical care of all children who are entrusted to their care. Furthermore, it is the responsibility of Camp Sunshine and the medical team to establish policies in the area of health care and safety. These policies shall serve as minimal guidelines to all staff members and shall be strictly adhered to by all personnel unless specific deviation from policy granted by the Camp Sunshine Director.

### B. Philosophy of Operation

The Camp Health Program operates under the direct supervision of the camp director, medical director and medical team. All campers, key personnel, and others involved in the program are expected to abide by these policies, rules and regulations implemented by these persons.

The camp medical program will operate under the direction of the medical director in accordance with guidelines provided by Camp Sunshine.

The health program is designed primarily to take care of the camper's normal daily needs and any emergencies or illnesses, which may occur while at camp. If a camper should develop any health problems, he/she should be immediately taken to the infirmary at camp to be evaluated by the physician or the nurse on call at the time. If the condition is considered minor, the camper may receive immediate care and follow the instructions given by the physician or nurse. If the assessment is that the camper should be removed from the camp for additional evaluation and treatment, the physician should be involved in this decision in every case. The physician will determine if the camper should be returned to the care of the parents or guardian or should be transported to a medical emergency room for additional care. For the evaluation and treatment of minor conditions, or non-emergencies, the patient may be transported in a camp vehicle to the nearest medical facility or to the referring treatment center. Two people should accompany the camper, one of which must be a nurse or physician. If the camper has an emergency that may be life threatening in nature, ambulance transport services should be arranged to immediately transport the camper to the nearest medical facility or to the treatment facility recommended by the camp physician. If the condition is a life-threatening one, the physician or nurse should accompany the camper to the hospital. We believe that whenever practical, the camper may return to camp when the problem is resolved.

C. General Method of Operations

At least one physician and one camp nurse will be on call 24-hours a day. Health care is routinely scheduled immediately following each meal and at bedtime with the infirmary remaining staffed throughout the operation of Camp Sunshine. The physician and/or nurse involved in the evaluation of a camper for any condition will be responsible for completing the proper chart documentation on the camper's health record in every case. An accident form will be filled out within 24 hours of any accident that may occur at camp.

When campers sign up for camp excursions, each camper should be evaluated for their ability to perform the scheduled activities and for the appropriateness of their participation in the excursion. The medical staff will perform this evaluation. A nurse or physician must accompany every group leaving camp on an excursion. The medical team will be responsible for carrying all of the proper information and equipment needed to make each trip a safe one. This will include: first-aid kit, medical release forms, medical information and any medication, including PO chemotherapy, needed by the campers while away from camp. Also, the accompanying medical staff will be responsible for proper documentation of medical care that is given while away from camp.

D. Health Information and Registration

The camp maintains a standard health information registration form. It is mandatory that a properly completed form be submitted for each camper enrolled in the camp program.

E. Medications – Also see policy “Administration of Medications”

1. The process of collecting medication from campers, caring for them, and dispensing them to campers shall remain the responsibility of the camp nurses and physicians.
2. Parents and campers must deliver all medications brought to camp to the infirmary staff for safekeeping. It shall be the responsibility of all staff members to properly inform campers of this policy and to enforce it. Controlled substances are to be kept under lock and key at all times.
3. Medications will be dispensed to campers in accordance with directions supplied and prescribed by the camper's physicians or the Camp Sunshine physician.
4. Medications will normally be given to campers immediately after meals, immediately preceding bedtime, and as prescribed.
5. No prescription medications will be administered to a camper unless the prescription is in the camper's name. Prescription medications under a parent or sibling's name will not be administered to the camper.

6. In the event that a child brings medication to the camp that is designated for emergency use by the child in case of sudden illness or attach, this medication will be placed in the camp infirmary where it shall be readily accessible and dispensed by the camp nurses or physicians.
7. Children and LITs often bring to camp a variety of minor medications including cough drops, non-prescribed cold remedies, ointments and vitamins. These items shall be collected by the nurses from the campers and LITs and deposited in the infirmary. They should be dispensed according to the following policy: the camper may report to the infirmary and receive such medication as needed according to written instruction from parents and dispensed by the nurses. The LITs may report to infirmary and use such medications as needed.
8. Tylenol may be dispensed to a camper in accordance with a physician's orders or standing Camp Sunshine orders.
9. No medications of any type may be given at any time by an adult other than a nurse, unless expressed permission is granted by the medical team.
10. Chemotherapy (IV, IM or PO) may be administered at camp. Per the camper's protocol, the chemo will be given based on the camper's blood counts. Those campers going on an overnight excursion who may require IV/IM chemo may receive the chemotherapy a day earlier or later to accommodate the trip, if cleared through the physician. It is necessary that the chemo be checked by two RNs or one RN and MD and that the appropriate paperwork be completed for documentation. The RN giving the chemotherapy (specifically IV and IM) must be certified to give chemo at one of the hospitals or clinics and must have given chemotherapy on a regular basis in the last six months. The nurse should practice proper gloving and handling techniques when mixing and administering chemotherapy and chemotherapy should be properly stored or disposed of once mixed. The disposal of residual chemotherapy should be in containers or bags properly marked "Bio Hazardous Material" and should be removed from camp at the end of each session. See protocol on administration of chemotherapy.

F. Minor Illnesses

1. Minor illness is defined as those simple minor ailments, which are commonly incurred by children. Example: upset stomach, nausea, cold, sore throat, headache, earache, fatigue, etc.
2. Children suffering from minor ailment should be reported directly to the staff member who is immediately responsible for their supervision. The staff person shall then refer the problem to the nurse.
3. At the nurse's discretion, the child may be removed temporarily from normal activity and placed in the infirmary under the nurse's care.

G. Fever

Fever is described by the NCI as persistent temperature of 100 F for three hours or any increased temperature above 101F, regardless of the length of time. Camp Sunshine will follow this definition. Please refer to the following chart which describes what measures should be taken in the event of fever. (See attachment)

#### H. Accident and Sudden Serious Illness

1. The camp nurses according to written protocols and procedures may care for minor injuries.
2. Minor injuries may be defined as those which cause little physical damage and require little care.
3. In case a camper becomes the victim of a more serious accident, or serious illness, the following procedure will be followed:
  - a. The camp nurse will be immediately notified.
  - b. An immediate attempt will be made to determine the nature and the extent of the child's injury or illness.
  - c. The physician will be immediately notified.
  - d. The physician shall immediately attempt to notify the child's parents or guardian and inform them of the camper's condition.
  - e. In case of serious accident or illness, where it becomes necessary to secure immediate hospital treatment, the child will be stabilized according to **ALS Standing Orders** and appropriately transported to the hospital.
  - f. A member of the medical team will contact the child's attending physician, hospital or clinic to mutually arrive at a plan to best handle the illness or injury. Such contact will occur as soon as circumstances of the illness can be clarified. If contact cannot be made, in a reasonable time, then the camp physician or designee will make necessary care arrangements after discussion with the parents or guardian as the situation allows.
  - g. Emergency first-aid may be given to a camper who is the victim of an accident or sudden illness by any staff member or member or other adult who is qualified to render such service until which time the physician or nurse comes in contact with the camper.
  - h. Arrangements for On Call Health Consultation and Emergency Care Service will be made with a local hospital.

#### I. Mental Health Referrals

The Camp Sunshine Support Counselor will assess the need to make external mental health referrals. Campers displaying symptoms of psychosis or who are thought to be a threat to harm themselves or others will be referred to Children's Healthcare of Atlanta. In case of emergency, the Support Counselor in

consultation with the medical team and Camp Director will refer the camper to the Emergency Department at CHOA for Psychiatric Liaison consultation. When information is available, the camper's psychiatrist will be notified.

J. Notification of Parents

Camp Sunshine medical staff will notify parents if a serious medical problem arises. Parents will be notified as soon as possible about any significant medical problems that may arise at camp. Parents should be contacted when there are abnormal blood counts, need for transfusion of blood products, need for unscheduled hydration or antibiotics, any change in scheduled chemotherapy or unusual fatigue and lack of participation in camp activities.

K. Sanitation and Cleanliness

The staff, campers and volunteers will all participate in helping to maintain the cleanliness of all camp areas, including camper and staff living quarters, program areas, dining hall and outdoor areas.

L. Record Keeping

Health care records will be kept and maintained at the Camp Sunshine administrative office on all campers and volunteers indefinitely or for period as designated by review by camp attorney. Records are kept onsite for current camp term. Records for campers are maintained on the customized forms as designed by health care staff. Records for staff/volunteers are kept separately in logbook. Camp medical staff should have access to all medical records and are responsible for the record keeping and entries into the health log.

M. Annual Review

All medical policies and procedures will be reviewed annually by the Medical Director and/or one of the camp registered nurses. Review completed by Colleen Austin, PNP, June 2017 . Also on file with the policies are standing orders and procedures for CVL Care, administration of blood products, administration of chemotherapy and all medications, fever and neutropenia protocol, policy for treating chicken pox exposure, mouth care protocol, universal precautions, needlesticks and procedures and policies in the event of the death of a camper at camp.