

**Gold Ribbon Standard 5.10-Record Retention
Submitted by Camp Hobe**

Recordkeeping and Health Records

HW.20 Contact Information – WRITTEN

The following information will be available onsite via the online database for each camper: full name; birth date and age; home address and at least 2 telephone numbers (including cell phone numbers); name, address, and telephone number (including work and cell phone numbers) of each adult responsible for a minor; name, address, and telephone number (including work and cell phone numbers) of each emergency contact listed; and name, address, and telephone number for the person's physician / primary care provider or preferred health care facility. This information is found on the individual's online profile.

Written: See Appendices HW.5 Camper Health Information Forms, and HW.23 Staff Health Information Forms; and staff personnel files online and camper files online.

HW.21 Recordkeeping – WRITTEN

1. A permanent online medical log will be kept on each patient (camper or volunteers / staff members) when they seek medical attention by the Health Care Staff. The log for each individual will document the date, time, name of person seen for illness or injury. The Health Care Staff will document the following in the patient's online profile, using SOAP note format (Subject, Objective, Assessment, and Plan): description of injury or illness, description of treatment, medications administered (if any), the name of the person evaluating and treating the patient. The Chief HealthCare Provider will review these logs daily to monitor illness and injury events occurring in camp. Detailed treatment records (SOAP notes) are kept separately for campers and volunteers / staff members in their individual online patient files. Administration of routine daily medications to campers or volunteers / staff members is recorded in the individual's online medication administration record.
2. Accident records will be completed for all accidents / incidents resulting in injury requiring additional offsite treatment and at the discretion of the Executive Director or Chief Camp Health Care Provider. These accident reports will be filed and entered into the camp medical records as follows: the accident report is placed in the individual patient file in the Infirmary, along with an individual online log recording medical assessment and intervention. Health Care Staff will inform the Executive Director (or their designee) of any injuries immediately.

Note: Health logs are not kept during offsite trips, since these excursions are less than 1-2 hours in duration. All documentation is completed (as described earlier) after the patient and the Health Care Staff return to camp from these brief excursions.

Written: See Appendix HW.21 Accident / Incident Report

HW.22 Record Maintenance

Health care records are retained permanently for campers and for 30 years after the period of employment for volunteers / staff members. As of spring 2017, medical documents, records, and logs are maintained primarily in the online database. Paper documents, records, or logs are uploaded to the appropriate camper or volunteers / staff member's file in the online database, with the exception of screening documentation for entry to the campsite and PRN medication log for camp-provided medications. These documents are scanned and maintained in electronic format. The Health Care Administrator and Executive Director are responsible for maintaining these records and ensuring that they are stored properly. Records will be stored at the Camp

Hobé Office for scanned documents that are not uploaded to the individual files in the online database. Current health histories, physical examinations, permission to treat forms, detailed treatment records (SOAP notes), medication administration records, and accident reports are retained electronically in the online database.

Medical logs created prior to 2017 may be stored electronically or physically. Other records completed prior to 2017 are maintained electronically as PDF files on a noneditable compact disk and on the computer in the organization's main office.

EXAMPLE