

HEALTH POLICIES

Mildly Ill/Injured Campers:

When a camper or staff becomes mildly ill or injured, the following will apply:

1. Camper should be under the supervision of the health care supervisor away from the group.
2. Review of camper's health form to check for allergies, medical conditions, medications.
3. Camper should be under the supervision of the health supervisor away from the group.
4. Camper should be administered his/her medication as prescribed.
5. Camper should be kept hydrated and comfortable.
6. If camper's condition does not improve and camper is unable to participate in camp activities, then parent/guardian should be notified and an illness form completed.

Allergies/Allergic Reactions:

Staff will be aware of those campers with allergies prior to the beginning of camp. Depending upon the nature of the allergy, plans will be made to protect the camper from any situation which will put them at risk. If the allergy is food related, parents/guardian will provide food that is safe for the camper.

If a camper should experience a reaction to a specific allergy, the following will apply:

1. If necessary, the use of an EPI-PEN (with the camper at all times and also one with the health care supervisor) will be administered.
2. 911 will be called
3. Other types of allergic reactions will require review of the health form to provide valid reaction information and procedure.

Smoking Policy:

- There is NO SMOKING allowed at any time at camp by either campers or staff.

Medication Storage and Distribution

All prescribed medications brought by campers will be stored in a secured location.

1. All prescription medication will be stored in their original packaging in a locked storage box. The Director or camp health supervisor will have exclusive access to this. All unused medication will be returned to parent/guardian at the end of camp.
2. If there is medication that needs to be refrigerated, arrangements will be made prior to the beginning of camp.

3. The distribution of all medications brought by campers will be done by the designated health care supervisor. (If a camper is capable of self-administration of medication such as EPI- PEN, inhaler or insulin, a parent/guardian must fill out a written permission form at registration which will be attached to the health form.)
4. A daily log must be kept on each camper receiving medication.
5. All medications, including epi pens, shall be centrally located and under the care and custody of the health care supervisor.
6. All campers requiring medication must have completed Authorization to Administer Medication to a Camper completed by a parent/guardian.
7. Before camp starts, a list of medication and *authorization to administer medication signed by guardian*, will be given to the health care consultant for approval. No medications will be given until written approval is received by the health care consultant.

Medical Records/Medical Log/Medication

Medical Records:

Every camper shall provide Inter Academy with a health form prior to admittance into camp.

This form should contain the following information:

1. Name, address and phone number of camper
2. Record of vaccinations showing compliance with MA law
3. Any health or medical concerns
4. Any medications currently prescribed
5. Specific directions regarding dispensation of medications
6. Name, address and phone numbers of parents. Guardians and emergency contact person.
7. Release signature of parent/guardian.
8. Name, address and phone number of camper's personal physician.
9. Sign off of health form by same physician confirming campers. (No camper will be allowed admittance into camp without this form.)

Medical Log:

A medical log containing any and all medical incidents shall be kept in a secure, private location at all times. The log will document the following:

1. Day, date and time of the incident.
2. Description of the incident.
3. Procedure followed.
4. Which agencies summoned and parents summoned.

Medications:

Direction for when parents are sending prescription or "over-the-counter" (OTC) drugs/medications with their child to camp:

1. drugs/medications must be in the original container bearing the pharmacy label, which shows the prescription number, date filled, name of prescribing practitioner, name of medication, direction for use and cautionary statements, and name of patient. (All "OTC" medications must be in the original container containing the original label.
2. Parents must provide a picture of their child and affix it to the outside of the medication container.
3. Fill out a written permission slip authorizing the administration of the drugs/medication to the camper by camp staff/trainer signed and dated by you.
4. Include written instructions for the use and administration of the prescription or "OTC" drugs/medications. These need to be legible and understandable.
NO REPACKAGING OR PRE-POURING OF MEDS ALLOWED.
5. All medications will be stored in a closed container at camp and administered by health supervisor and a log documenting the administration of any and all medicine will be kept.
6. Camper may be allowed to self-medicate only if:
 - a. Prescribed Epi-pen or inhaler
 - b. Blood sugar monitoring and insulin self-injection.

Medical Emergency:

Should a medical emergency take place, the onsite health care supervisor shall be notified immediately and the individual in need shall be assessed and any necessary First Aid assistance administered. If greater medical attention is required, camp staff is to call 911 immediately to report the emergency and what measures have been taken thus far. Staff should immediately notify a camper's parent/guardian and remain in contact until parent/guardian can arrive on site. The camper's health form should be pulled immediately for reference. Within 24 hours of the medical situation, an accident/injury report must be filed with the Commonwealth of Massachusetts Department of Public Health as well as the City of Framingham's Board of Health.