



Setting Up the Camp Health Center in Maine

Presented by VJ Gibbins RN, BScN, MS, PhD(s)

Hosted by Maine Summer Camps and generously sponsored by
Androscoggin Bank



INTRODUCTION TO CAMP NURSING

The Wide
World of
Camping

The
Association
of Camp
Nurses

Types of
Camps

Camp Staff
and their
roles

Roles of
the Camp
Nurse

Health Center Organization: Pre-Camp Planning



Setting up the Health Center

- **Cleaning, cleaning, cleaning!**
- **Unpack and set up your living area FIRST!**
- **Ordering supplies**
- **Setting up your clinic / work area**
- **Health records – charts, forms, documents**
- **Laundry and in-patient beds and rooms**
- **Emergency bag or Nurse's Bag (we call it the GO bag!)**
- **Access or download and review State regulations and other standards related to the delivery of camp health and safety**

Staff Health Screening

Screening staff as they arrive

How do you document this?

How do you know you have everyone?

Screening Health Forms

Make lists of allergies, who has an EPI Pen, medical conditions, counselor notes (bedwetters, sleep walkers, etc.) notes for directors and unit leaders.

Make a list of whom to expect meds from and check off list as medications arrive.



Community Resources

Does the local hospital offer an orientation to their facility for camp nurses? Call and ask.

Phone lists for local hospitals, clinics, physician clinics, dentists, orthodontists and pharmacies. Note times of operation of each. Call and ask how they wish you to make appointments , what about emergencies or after hours?

Know how your local EMS is activated. Is your camp in a location where there is 911 service? What are the response times?



Meet The Camp Directors

Serving cake with a machete whilst wearing a dress, patriotic hat and tie???

Because why wouldn't you? It's Camp!



Early Meeting with the Camp Directors:

- Role of the Nurse in daily camp life. How can you find out about what's going on – trips out of camp, special events, intercamp.
- Role of the Director in day to day operation of the health center – what do they want to know about?
- Parent contact –does the nurse have an email, phone numbers?
- Request a copy of the parent handbook – what have parents been told?
- New camper bios or information sheets – is there health-related information on forms other than the health form?
- Protocols and procedures or policies for health center operation?
- Protocol for caring for a camper visiting from another camp (intercamp sports or social activities)?



Health Center Routines

- Clinic hours

- Med pass times

- Accessing the nurse during non-clinic times and at night

- First Aid Kit sign out and return – trips and activity areas

Staff Concerns

- Health forms

- Health Checks / Screening

- Staff Meds

- Staff privacy in the clinic – times to see the nurse or doctor

- Staff health insurance versus workers compensation

Universal Precautions

- Gloves, eye shields, vomit kit, blood clean up kit, condoms

Health and Wellness and Safety

- Hydration, sleep, healthy eating – them and their campers!

- sunscreen, hats, water bottles, bug spray, poison ivy, etc

Medical Conditions to know about

- Diabetes, Asthma, Allergies, bed wetting, homesickness

Emergency First Aid

- What to do until the nurse arrives

THE HEALTH TALK – Health Orientation to Camp Staff

The Nurse's Orientation to Camp

What the Staff knows

Staff
Orientation
Manual

What the Nurse knows

Health
Center
Manual

What the Nurse Does

Medical
Treatment
Protocols



3 Basics Tools To Get You Going



Rules and Regulations Governing Camp Health Centers, Providers, and Services

Maine Department of Health and Human Services

- **Rules Related to Boys, Girls, Boys and Girls, Day Camps, and Primitive, and Trip Camping.**
<https://www.maine.gov/sos/cec/rules/10/144/144c208.doc>
- **Notifiable Diseases and Conditions in Maine**
<https://www.maine.gov/sos/cec/rules/10/144/144c258.doc>
<https://mainecamps.org/content/uploads/2017/12/Reportable-Conditions-New-2017.pdf>
- **Reportable Conditions Form for Maine Camps – Health Inspection Program**
<https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/forms/ReportableConditionsNew%202019.pdf>
- **Health Inspector's Camp Inspection Report Form**
<https://mainecamps.org/content/uploads/2017/12/CampInspectionReport.pdf>
- **Immunization Requirements for School Children in Maine (no camp-specific policies)**
<https://www.maine.gov/sos/cec/rules/10/144/144c261.docx>
<https://mainecamps.org/content/uploads/2017/12/Immunization-Recommendations-for-Camps.pdf>

American Camp Association

- **Voluntary Accreditation Standards at a Glance – 2019 version. Look for HW section**
https://www.acacamps.org/sites/default/files/page_documents/accreditation/Standards-at-a-glance-%28for%202019%29.pdf

Occupational Safety and Health Administration (OSHA)

- **Mandatory Reporting of Worker Illness and Injury (there are also expectations to maintain an OSHA 300 and 300A Log – see the OSHA website for more information.**
<https://www.osha.gov/report.html>

Association of Camp Nurses

- **Scope and Standards of Camp Nursing Practice – to purchase a copy - \$8.50**
- **Education and Resources Section of Website**
<https://www.campnurse.org/education-and-resources/resources>

State of Maine Regulatory Policies of Interest to Camp Health Staff

- EPI Pens prescribed to camps, sent out on trips, for use for persons suspected of experiencing anaphylaxis – with or without a prescription for epinephrine. Includes training of camp staff requirements.
<https://mainecamps.org/content/uploads/2017/12/Epinephrine-Auto-injector-Training-and-Certification.pdf>
- Emergency medications carried by the camper – 3 requirements for this to be allowed.
<https://mainecamps.org/content/uploads/2017/12/Emergency-Medication-Sample-Permission-Forms.pdf>

Camp in Session: The Nurse's Role

- Screening Campers – similar to staff, more intentional.
- Discuss with directors how the check in process will work
- Review health forms, allergies, medical conditions, medications, make MARs
- Perform brief physical assessment
- Document, document, document
- Privacy, privacy, privacy

Screening Health Forms

What are you looking for?

Get a full camper list and a full staff list

Make Lists of things you find, check off forms you have.

How are you going to follow up?

Does the Director want to be involved?

How will you get missing forms? Fax?

eMail? Online Camp Management Software?

Campers and Staff Forms – Different and Distinct from each other.

Health Check / Screening

When is it done? Who does it?

What is involved?

How is it documented?

Ideas: stamp, pre-printed sheet, on the health form, others?

Mid season checks?

Before they go home checks?

Parent Contact



Daily Operations of the Health Center



Daily Clinics / Sick Call

When are you “Open For Business”?

How will you see a physician if needed?

How will you document?

How will you follow up?

Will you be giving allergy shots?
Growth Hormone shots?

Do you have your Medical Treatment
Protocols?



This image downloaded from:
<http://www.campfirenursing.com/description-v2>

Medication Management

How do the meds get to you?

How do the meds get to the campers?

How do the meds get to the staff?

Where do you store the meds?

How do you document meds given, not given, prn, etc...

Follow up assessment and documentation after giving a medication

Medication policies for coming to camp – 3 month rule, etc.



MAINE STATE BOARD OF NURSING

Dispensing Medication

A RN or LPN legally may NOT dispense drugs at any time. Dispensing means the pouring or placing of drugs from stock supplies into bottles or containers, the labeling of such items with the patient's name, medication, dosage and directions and the giving of such bottles or containers to personnel for administering to patients. This is the role of the pharmacist and may not be assumed by nurses.

Copied from

<https://www.maine.gov/boardofnursing/practice/rpn-questions.html#dispensed>

First Aid Kits Considerations

Meds on trips

Scheduled daily doses

Individual prn meds

Stock prn meds

Epi pens

Albuterol inhalers

Benadryl

First Aid kits

Contents

Meds?

Epi Pens?



Image Downloaded from:
<https://voiceofscouting.org/safety-share>



First Aid Kits

- The right kit for the right trip
- FA kits for activity areas
 - Waterfront
 - Ropes
 - Equestrian
 - Vehicles
- Overnights vs. day trips
- OSHA FA kits for work areas
 - Kitchen
 - Maintenance
 - Laundry / housekeeping



Suggested First Aid Kit Contents

*For trips going overnight, for multiple days, or for more remote locations, refer to commercial wilderness first aid kits for ideas of additional supplies to add.

- an up-to-date first-aid manual
 - a list of emergency phone numbers
 - sterile gauze pads of different sizes
 - adhesive tape
 - adhesive bandages (Band-Aids) in several sizes
 - elastic bandage (ACE wrap)
 - a splint (SAM Splints)
 - antiseptic wipes (e.g. PAWS, BZK)
 - antibiotic ointment
 - antiseptic solution (like hydrogen peroxide)
 - hydrocortisone cream (1%)
 - acetaminophen and ibuprofen
 - tweezers
 - sharp scissors
 - safety pins
 - disposable instant cold packs
 - calamine lotion
 - alcohol wipes or ethyl alcohol
 - thermometer (Tempa dots)
 - tooth preservation kit
 - non-latex gloves (at least 2 pairs)
 - flashlight and extra batteries
 - a blanket (Mylar blankets)
 - mouthpiece for giving CPR (you can get one from your local Red Cross)
 - Epi Pen and Benadryl tabs
- This list adapted from Nemours KidsHealth Website as reviewed by Kate M. Cronan, MD in August 2018
<https://kidshealth.org/en/parents/firstaid-kit.html>



EXAMPLE of Exam Room Set Up



EXAMPLE of Treatment Area / Locked med cabinets



EXAMPLE Emergency Station – Nurse's Go Bag



EXAMPLE Treatment Area



Things you may or may not have...



An AED



IV Therapy may only be advisable if you have a camp doctor on site



Camp Health Care Plan

- Overview of camp's operations pertaining to promoting and maintaining health. Defines the scope of level of care provided and available.
- Lists activities, equipment and personnel involved in health care at camp.
- Defines and documents your compliance with local, state and other regulatory bodies for operating a summer camp.
- Lists Emergency Action Plans and staff roles in emergencies.



Health Center Manual

- Defines the roles and responsibilities of your health care team, and describes how those roles are carried out in the camp environment.
- Contains the written policies and procedures you define at your camp – how you do things.
- The Health Care Plan and Health Center Manual may be contained together as one document. Parts of each may be found in other documents such as the parent handbook or staff training manual / handbook.



Health Center Log Book

- A bound ledger with numbered pages where staff record the date, time, name and chief complaint for each visit to the Health Center.
- It is permissible to use the log book to record the assessment, treatment and follow up evaluation for each visit. However, I do not recommend this.
- Caution needs to be used in allowing individuals to “sign themselves in” if PHI is recorded in the Log Book - HIPPA

Camp Nursing Scope of Practice

Qualifications of a camp health supervisor:

- Registered Nurse
- Nurse Practitioner
- Licensed Practical Nurse
- Emergency Medical Technician
- Wilderness First Responder
- Certified Athletic Trainer
- Physician
- Physician Assistant

Regardless of degree or certificate, all should have:

- CPR – Provider level
- Standard First Aid at minimum, preferably Wilderness First Aid or Wilderness First Responder
- Oxygen administration training or certificate

Emergency Action Plans - EAPs

- Likely already in place at the camp – discuss with the camp director.
- What will the nursing role be in the EAPs? Who responds? How are they notified? What do they do?
 - Waterfront emergency / backboarding
 - Equestrian programs, Land sports, Ropes and climbing wall, biking or hiking in the woods, etc.
 - Lost camper
 - Severe weather
 - Fire
 - Intruder on camp

Camp Health Staff – Roles and Responsibilities

REGISTERED NURSE	NON-NURSE
Autonomous Function Functions autonomously within the scope and standards of camp nurse practice and under the Maine Nursing Act.	Does not function autonomously; must be supervised by an RN.
Client Assessment Assesses clients; may not delegate assessments to a non-nurse.	Accurately gathers data per Nurse's direction and reports data to the RN for interpretation.
Care Planning Develops care plans for clients; monitors client progress and updates care plan as needed. When working with Non-nurse staff, defines parameters so the non-nurse understands his/her actions with respect to client care.	Does not develop care plans. Follows care plans developed by RN as long as client is making satisfactory progress. Informs RN of any changes in client progress and or status.
Medication Management A. Routine, daily medications: Intakes medication, prepares MAR and pill envelope or blister pak, oversees medication distribution and charting. May teach GHCA and HCA to assist with routine medication packaging and administration. B. Over-the-counter, stock medications: Under medical and treatment protocols, will choose and administer appropriate OTC medication C. May take medication and treatment orders for a client, from a physician via phone or verbally; securing a signed copy of the order for the client record. D. May order prescriptive medication from the pharmacy via phone with a written prescription from a physician on the client's chart. May also order OTC and stock prescriptive medications from the pharmacy with a physician's written authorization.	A. Routine, daily medications: Must complete Medication Administration Course or similar as a pre-requisite to working with medications. May pass pre-filled med envelopes or blister paks with RN approval. May fill med envelopes or blister paks with RN supervision. B. Over-the-counter, stock medications: Must have RN permission and order to give these medications. C. May not take phone orders or verbal orders from physicians regarding medications. These calls/verbal orders must be referred to the RN. D. May order OTC medications from the pharmacy with an order form the RN. May NOT order prescriptive medications at any time.
Delegation Retains responsibility for assessment but may delegate tasks to Non-nurse staff after determining that the Non-nurse is capable of doing the task. Retains the responsibility for monitoring the Non-nurse to whom the tasks have been delegated.	Does not delegate. Performs those tasks assigned by the RN.

I do not have an exact reference for this chart, but credit is given to Linda Erceg, past Executive Director of the Association of Camp Nursing.

Additional Resources / Articles of Interest

Can My Camp Nurse Do That?

Erceg, L. (July, 2017). Can my camp nurse do that? *Camping Magazine*. American Camp Association.

<https://www.acacamps.org/resource-library/camping-magazine/can-my-camp-nurse-do>

Risk Management: Orient Health Center Staff.

Erceg, L. (March, 2013). Risk management: Orient health center staff. *Camping Magazine*. American Camp Association.

<https://www.acacamps.org/resource-library/articles/risk-management-orient-health-center-staff>

Maine Summer Camps

Publicly accessible camp information. This link takes you to regulation links.

<https://mainecamps.org/camp-members/maine-state-regulations/>

Association of Camp Nurses

- “The Basics of Camp Nursing” 2nd Edition, available for purchase from ACN website. www.campnurse.org
- Annual Camp Nurse Symposium (in February)
- Regional Camp Nurse Workshops

**THANK YOU,
HAVE A GREAT SUMMER!!**



VJ Gibbins RN BScN MS PhD(s)

Contact Information:

vjgibbins@gmail.com

587-991-5125

A special thank you to
Androscoggin Bank for their
sponsorship of this webinar!

