

## Health Care Policies and Procedures

### 1. Scope and Limits of Health Care Provided

- A. The administration of the camp is responsible to gather any health care information on the needs of campers and staff:
  1. Health history on campers and staff
  2. Health examinations on campers and staff
  3. Permission to treat forms from all parents of campers
- B. Medical Care Policies and Procedures at Camp Gan Israel is under the supervision of Dr. Anna Strumba. Dr. Strumba does not provide any direct or indirect medical care for the camp.
- C. On Call Services is provided by each camper’s Primary Care Physician as noted in the registration form.
- D. The authority and responsibility of the Health Officer:
  1. Medical Care: as defined by the Camp Physician in her standing orders.
  2. Administration:
    - a. Maintaining the campers and staff health records.
    - b. Maintaining all records of any health incidents and bringing them to the Camp Physician for weekly review.
    - c. Notifying any staff member who is responsible for the supervision of a camper who has specific health care needs
- E. Authority and responsibility of other staff in health care
  1. Medical emergency:

All staff are trained in CPR and First Aid and are authorized to use that training when, G-d forbid, necessary. If the situation is not life-threatening, then the supervision and treatment is given over to the Camp Director.
  2. Sanitation

All staff are responsible for the overall sanitation of the camp. This includes cleanliness of the immediate area being used by a group, hygiene during lunch and general health practices as outlined in detail below.
- F. External medical resources include the local EMS with whom contact has been regarding the location and operation of Camp Gan Israel at The Shul.
- G. These Policies and Procedures are reviewed annually by the Camp Physician.

### 2. Health Care Procedures

#### A. On Site Health Care

1. Maintaining good health throughout the camp session includes preventative action – adequate water and nutrition and being aware of certain symptoms – heat exhaustion, existing health problems in relation to activities and eating – and notifying the camp director and Health Officer about the problem before is exacerbated into an illness or injury, G-d forbid
2. Emergency response:

Emergency situations to which staff are expected to respond include: clearing and establishing a patient airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn, keeping a suspected fracture quiet, contacting emergency services and knowing what to do during severe weather. In the event of an emergency or

serious injury, the Health Officer or Director will make the decision to call EMS to transport the individual(s) concerned for medical treatment.

3. Non life-threatening injury or illness are to be brought to the attention of the Health Officer who will provide health care as outlined by the Camp Physician in the Standing Orders. If a camper is in the Health Center it is the responsibility of the Camp Director to ensure that he is under constant supervision.

4. Parental Notification

The policy of Camp Gan Israel is that an incident report be filled out which will be given to the parent to notify them of any illness, even if not life threatening, whether external – bruises, etc. or of an internal nature – headache, stomach ache, etc. The Director will decide if the camper’s complaint of illness is to be taken seriously based on the circumstances of the complaint and with consultation to the camper’s counselor and the Camp Director.

5. Medication Administration

During the screening process at the camper’s enrollment, any medications that a camper may need must be brought to the Director who will store the medication under a lock.

- a. All drugs – prescription and non-prescription - should be administered by the Director unless the director authorizes a staff member to do so.
- b. Prescription drugs are administered only by a licensed physician’s orders for administration. If there is no order, the parents must be provide written permission, otherwise administration of prescription drugs is strictly forbidden.
- c. Over the counter drugs that are brought in to camp should be administered to the camper only with written permission of a parent.
- d. Inhalers for asthma – stricken campers are allowed to be in the possession of that camper’s supervising staff member in case it is needed immediately.
- e. Records should be kept of all drugs that are brought into camp. Records should be kept of administration.

6. Preventing Communicable Disease and Exposure Control: Staff are trained in this area during staff training, enclosed hitherto.

7. Equipment and Supplies

- a. The Health Center is located in camp office which includes:
  1. A full First Aid station
  2. Locked storage for prescription medication
- b. Every staff member is equipped with a personal bag, which includes a mini first aid kit with the supplies they need for typical activity-related injuries (cuts, bruises, etc.)

8. The camp Director will make all contacts with a camper’s authorized person (s) such notifications are to occur as follows:

1. Immediately in the event of death
2. Immediately following admission to hospital
3. As directed, in writing, by the camper’s authorized person.

9. Daily Observation

It is each counselor’s responsibility to be aware of each of their camper’s physical condition on a daily basis. Any changes in appearance, appetite, activity level, behavior patterns, or health habits are to be reported to the Health Officer. The Health Officer will investigate the situation further.

## B. Off Site Procedures

1. The Head Counselor is responsible for checking out a first aid kit from the Health Officer prior to leaving on a camp out or field trip. The Health Officer will give instructions to the counselor as to any prescription medications which must be given to the campers involved and they will be kept in a locked box if it is not medically contraindicated.

2. Any medication dispensed or treatments given will be recorded by the Counselor. All parties will check back in with the Health Officer upon their return. The Health Officer will review the treatment log for any follow up that should be done. A staff member with First Aid and CPR training will accompany all groups leaving the campgrounds. If an accident occurs while away from camp, the Camp Director will be notified immediately, and the proper course of action will be taken. If medical treatment is needed, an incident report form will be filled out.