

Nurse's Guide to Kirchenwald

Thank you for serving as a nurse at Camp Kirchenwald. You are an important part of the program at camp and we are grateful for the gift of your time and talents. Please use this guide as a resource for you while serving at camp. We recommend reading through it prior to your arrival at camp, particularly if this is your first year. Keep in mind that we are always looking for ways to improve the quality of our healthcare and your ability to provide it. Feel free to share any ideas you may have. We welcome your help and support.

Arrival and Departure

We recommend arriving in camp by 1:00 p.m. Sunday. This gives you an hour to unload and get settled in before the 2:00 staff meeting. You may arrive earlier if desired. It is a good idea to notify the director if you will be in at a time other than suggested. When arriving, come to the camp office to check in and get your accommodation information and so that we know you are in camp. Also let the camp director know how many family members (if any) will be joining you in camp and when. Special arrangements can be made for camper age children to join cabin groups.

Campers will visit you at the nurse's ark on Friday evening after being picked up to retrieve their medications. Pick up is from 6:30-7:00. Please help to guarantee a pleasant arrival for the following week's nurse by leaving your cabin and the infirmary clean and orderly. You are invited to join the rest of the staff in the end-of-week staff meeting (7:15-7:45), but are welcome to depart as soon as all medications are returned.

Job Responsibilities

You are the primary, on site healthcare provider for the camp while you are here. This includes distributing medications, treating minor cuts, bruises, and illnesses, recording all treatments, maintaining health forms for all in camp, providing first aid kits and med forms to those groups traveling off site, monitoring the infirmary supplies, and sharing any concerns with the director. You are responsible for keeping health information private and medication inaccessible. You are also responsible for conducting the health screening and review of med forms at registration.

The camp has a doctor on call (as a resource and for visits), and staff available to take campers there or to pick up additional medicines when needed. Also, some summers a health officer will be part of the camp staff. This person will have first aid and CPR certification and will work with you to share the camp healthcare concerns.

You will need to send in advance or bring along a copy of your current Nursing Certificate for our files.

Registration

The registration process is not difficult, but can be a busy time with campers anxious to get back to their living areas. Registration takes place in the dining pavilion beginning at 3:00, but it is good to be set up to begin by 2:45. If you will have children participating as campers we will register them and have staff get them settled prior to registration opening.

The health screening/med form review is the last step in the registration before campers go to join their counselors. Campers bringing medication to camp will be directed to you, while others on the camp staff may review med forms for campers with no medications or other concerns. You will receive health forms and several other papers that you will review and staple together. There are several basic questions to ask each camper, recording any new information, and the answers to the question you have asked. Medications should be collected at this time and checked to be sure that they are correctly labeled. Following registration, counselor notes should be prepared for any camper with medications or other health concerns.

These notes should be given to counselors at dinner or at the earliest opportunity after they are completed. Occasionally, families arrive having forgotten forms or with forms incomplete. Extra forms will be available for completion at registration. The original med form with the doctor's signature can be sent/dropped off later.

Record Keeping

A logbook is kept in the infirmary to record all visits to the infirmary and all treatments provided. Log entries should be made for all visits and treatments for both campers and staff. Each entry should be initialed and list the time, date, patient's full name, living assignment, and treatment received. Do not skip lines between entries or write outside the lines with your entries. Keep the logbook confidential. There are supplemental charts to maintain records of regularly dispensed medications.

A medical form will be kept on file for each person in camp. Medical forms are kept in folders sorted by living groups and in alphabetical order within these folders. When not in use the forms will be kept in the file box. At the end of each camp session the forms will be placed in zip-locked bags, labeled by week and living group, and stored in date order with the forms from previous weeks in the large box provided for storage.

Whenever a camper or staff person leaves camp they should have their med form with them. Counselors carry the forms sealed together in zip-lock bags. Each living group will have a first aid kit with them at all times. Included in this kit will be a pencil and paper for counselors to record any first aid treatments given. These records should be collected and added to the logbook as supplemental records.

Accident forms are available in the infirmary and should be completed when appropriate.

Staff Support/Roles

The healthcare staff is responsible to the camp director. The director takes part in all decisions related to the purchase of supplies, contact with parents, and other similar issues. However, you are the most experienced healthcare person in camp, and your advice and experience is greatly valued. Share any concerns you have with the camp director.

The camp doctor is Dr. Barton, and the closest hospital is the Good Samaritan in Lebanon. Phone numbers are in the camp office by the phone and in the infirmary. Most camp staff members have first aid and CPR certifications, as this is part of staff training. Each group will have a first aid kit complete with latex gloves, a mouth barrier, and other supplies so that they can administer care when appropriate. First aid kits are also located in the craft cabin, at the pool, lake, and in all vehicles used for camper transport. These items are for initial treatment only. Follow up and routine care should be provided by the healthcare staff.

Standing Orders

A copy of the standing orders is on file in the infirmary. These have been reviewed and signed by Dr. Barton annually. Please refer to the standing orders for treatment practices.

Camper Visits to Infirmary

There may be times when multiple campers are at the infirmary simultaneously. It is advised that only one camper be inside at a time. Others can wait outside till their turn for treatment. Prior to meals is when the infirmary is most active as campers are passing by on the way to meals. This makes dispensing medications convenient.

Campers in the infirmary for isolation should not be left alone. The camp nurse and/or health officer **do not** need to be present at the infirmary when it is unoccupied. A sign should be posted to inform those in need of treatment to where you can be found when needed.

Report any unusual concerns or situations to the director.

Laundry/Bedding

The camp keeps a supply of pillows, blankets, and sheets for the infirmary. Sheets and pillowcases should be laundered after each use. The laundry facilities are located in the kitchen.

Phone Policies

Phones are located in the kitchen, camp office and lodge. **The director must be consulted before parents of campers are called**, and in some cases will be present when the call is made or will want to make the call. **Parents must be called (or an attempt made) before campers receive outside treatment.** Some parents opt to pick up the child and use their own doctor. Parents are called on a case-by-case basis to keep them informed of health issues as deemed appropriate by the healthcare staff in consultation with the director. **It is camp policy that it is in the best interest of the camper not to allow them to call home except in extreme circumstances, with the director's permission and presence. No staff member, including nurses should ever promise or suggest to a camper that they are allowed to call home.**

Campers Leaving Camp Property

Whenever camper groups leave camp under our supervision (hikes, biking, river trips, climbing, trip camps, and etc. they must have their health forms with them. They will be given to the counselors or assistant directors going along. Forms should be in zip-lock bags for protection. The health staff will be informed Sunday and daily as needed, as to which and when groups will be out of camp.

When campers depart camp with parents (or others as assigned by parents) they must sign out. This is even the case when leaving briefly for doctor visits. When the camper returns to camp he should be signed in. The best way to do this is to use the sign in/out form; however, if this is inconvenient a substitute may be used. The sign in/out form should be in the office.

First Aid Kits

Each camper group will have a first aid kit that the counselors will keep with the group at all times. These kits should contain basic supplies to treat minor scrapes, cuts, bug bites, and etc. The kits will also have latex gloves and a rescue-breathing mask as well as paper and pencil. As supplies are used they should be replaced. These kits are for initial treatment of injury only. All campers treated by counselors need follow up treatment by the health staff.

Additional first aid kits are located at the pool, in the craft cabin, and in a bucket at the lake. These kits should be checked weekly, and restocked as needed. Check with the lifeguard and craft director for supplies needed.

Each vehicle used for transport of campers will also have a first aid kit.

****We ask that you collect first aid kits from counselors at the end of your week and ensure that they are properly stocked for the following week. Please check all kits upon you're arrival on Sunday and distribute them to counselors at staff meeting.****

Homesickness

We have specific policy for helping homesick children in camp. Counselors are trained to support their campers, and help them work through these feelings. Some times it takes numerous people to help a homesick child. While we watch for signs of homesickness (vague aches, pains, and stomach aches, quietness, trouble sleeping, lack of appetite, and lack of participation) we do not bring the subject of homesickness up with the campers. We will talk to the camper to discover what is wrong and let them share their feelings. We want to give campers every chance to work through homesickness but we do not want a child to have such a bad experience that they will be turned off to camp for good. Often attention is the key to a camper getting over homesickness. The health staff is in a position to give this extra attention; however, it is best if this attention is in proximity of the camper's group and not in the infirmary. Many campers will ask to go home. Their attention should be diverted from this topic. No suggestions of going

home or even calling home should be made. The director should be informed of homesick campers and their progress. The director will make decisions about contacting parents. This will be to keep parents informed, not to have parents talk with the camper.

As part of the health staff you are in a position to notice signs of homesickness. Share these concerns with the counselors and director, and as you have time, be a special friend to these campers.

This information is presented to answer many of the frequently asked questions. It is not intended to be a complete list of all the camp health care practices and policies. If you have any questions please address them to the camp director or the camp health officer.