



Nawakwa Health Officer Guide

Thank you for serving as a nurse at Camp Nawakwa! You are an important part of the program at camp, and we are grateful for your gifts of time and talents. Please use this guide as a resource while serving at camp. We recommend reading through this prior to your arrival, as procedures may change slightly from year to year.

Keep in mind that we are always looking for ways to improve the quality of our healthcare and your ability to provide it. Many of the resources available at camp arose from suggestions of the nurses themselves. Feel free to share any ideas you may have as well. We welcome your support.

Arrival/Departure

Please arrive in camp by 1:00PM on Sunday. This gives you an hour to unload and get settled in before our 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.

Additionally, please let us know how many family members (if any) will be living with you and/or joining you for meals. If your children will be participating in cabin programs, please ensure that you have registered them for camp and that we have confirmed enrollment.

Expect to have your camp week conclude around 7:00 p.m. Friday evening. Campers may receive their medications to take home with them following the traditional Carin liturgy, located near the infirmary. This will happen around 6 p.m. Please help us guarantee a pleasant arrival for the nurse who follows by leaving the infirmary clean and in good order. (Some nurses leave notes for the next nurse apprising them of relevant information.)

When you arrive at camp, you will receive a set of keys for the infirmary. These keys unlock the front door and a number of cabinets inside.

Job Responsibilities

You are the primary on-site healthcare provider in camp while you are here. This includes distribution of medication, treating minor cuts, bruises, and illnesses, recording all treatments, maintaining health forms for all in camp, providing first aid kits and forms to those 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 without your direct supervision. You are also responsible for conducting the health screening and review of med forms at registration.

When advanced care or consult is needed, please call the Camp Medical Director, Dr. Janis Taylor, at 717-880-2565. She is available for visits and as a resource for you. The closest hospital is Gettysburg Hospital (717-334-2121). 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.

Please send a copy of your current certification for our files or present them for copying once you arrive.

General Infirmary Procedures

Camper Visits to Infirmary

There may be times where a number of campers are at the infirmary at once. Please set an occupancy policy as needed to maintain privacy, maneuvering room, noise levels, and your sanity. Others can wait their turn outside.

Campers in the infirmary for isolation should not be left alone.

LCC volunteers are provided with and expected to abide by all the policies of our paid staff. For your protection and the protection of the minors in the care of the LCC, volunteers are never to be alone with a child (camper, staff under 18, or the children of staff or volunteers). We ask you abide by the Rule of 3: three people present to promote safety and supervision. If you need another person to abide by the rule of 3, please reach out to the camp director so they can coordinate a support staff to come and stay in the infirmary. In addition, volunteers working with children at LCC sites and facilities are considered mandated reporters and, as such, are required by law to report any suspected child abuse and neglect through ChildLine (1-800-932-0310).

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 and a phone number when needed.

Report any unusual concerns or situations to the director.

Camper/Staff Meds

All medicines, even those belonging to staff members, *must* be kept in the infirmary under lock and key. There are separate cabinets for personal medicines and for OTC's. We have a lockbox in the refrigerator for medicines that need to be stored there. It is very important that the **infirmary always be locked when you are not there, and that all medicine is locked away when not being used.**

We provide OTC medicines to campers and staff free of charge. Campers and staff are responsible for paying for all doctor visits and prescribed medicines, except for those that fall under worker's compensation.

Record Keeping

A **Camp Health Log** is provided to record visits to the infirmary. Record each and every visit of staff as well as campers. Each entry should be initialed and list the time, date, person's full name, and what transpired. Do not skip lines between entries or go outside the lines with your entries. Keep the contents of this logbook confidential.

You will also have **health forms** for every person in camp, campers and staff. Folders are available to sort forms by cabin. Some nurses prefer to alphabetize the forms instead. The idea is that you be able to access any one form easily, so find a system that works for you. When not being used, forms should be stored out of sight in the file box provided. At the end of each week, store all the camper forms from that week with those from previous weeks in a box in the isolation room.

Please fill out accident report forms when necessary. The original should be kept in the Infirmary and a copy should be made and given to the Camp Director.

Campers Leaving Camp Property

Whenever campers leave camp with their parents, even for a doctor's appointment, they must be signed out. Special Release Sign-Out sheets are available in the Infirmary and in the Office.

Staff are available to transport campers to the doctor. When coverage is adequate, you may wish to accompany campers on doctor's visits. We ask that one nurse remain on site during the week, available for whatever new situations arise.

Whenever campers leave camp under *our* supervision (hikes, camp doctor visits, trips, etc.), they must have their health forms with them. It is good to have these prepared well in advance according to the provided schedules. They will be given to the counselors or leadership staff going along. Forms should be in zip-lock bags for protection. Groups leaving on hikes also need to take first aid kits with them. These kits are kept in the infirmary. Please make sure these kits are returned after the hike and replenished with supplies. Overnight groups should take a larger, more comprehensive kit. There are normally two of these in the infirmary.

First Aid Kits

Each camper group will have a basic 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, etc. The kits will also have gloves as well as paper and pencil. A packing list can be found in the nursing binder. 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 trunk at the high ropes course. 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 your arrival on Sunday and distribute them to counselors at staff meeting.****

Insurance Policy

We are insured by Brotherhood Mutual. This coverage is secondary; all campers and staff should go on their own policies if they have them. Worker's compensation is through Brotherhood Mutual as well. Talk to the director if the camp's insurance or worker's comp should be covering any visits. Currently all insurance paperwork is done after the visit over the phone (with worker's comp, the staff member should meet with the office manager after the visit.)

Bee Stings

Parents should be notified by phone any time a child is stung. We have epinephrine in camp, though most campers who are allergic bring their own kits. Special permission forms can be signed in these types of situations, allowing the camper to keep their kit with them and not in the infirmary.

Supplies

Plan ahead when it comes to keeping the infirmary stocked. Look over the supplies on Friday of each week. If there is not roughly a week-and-a-half's supply of an item, note that and discuss it with the director. Try to keep from getting overstocked or holding on to old or out-of-date supplies as well. Emergency supplies can be purchased from Wellspan Pharmacy in Biglerville, 677-6600. Remind staff when

purchasing infirmery supplies to get the latest expiration date possible and to purchase generic brands.

Hazardous Waste and Exposure

All major buildings have packs of gauze, latex gloves, and mouth barriers located by the fire extinguishers. A supply of all these items is in the infirmery. We also have two containers on the infirmery counter, one for contaminated liquids and the other for contaminated needles and other items. Dr. Fred Martin's office supplies these containers for us and disposes of them when necessary.

The sink in the main room of the infirmery is designated the "clean sink," the one in the bathroom, the "dirty sink."

All staff members, including nurses, are encouraged to protect themselves when handling any hazardous material. Some simple ways you can do this are:

- Have campers/staff self-cleanse injured areas in bathroom using soap and water, and then dry thoroughly.
Check their wounds and give them any ointments or band-aids that need to be applied.
- Use safety items provided.
- Clean sinks and counters and sites of any body fluid spills with a 1:9 solution of Clorox and water.
This mixture should be mixed fresh each week.

Laundry/Bedding

The camp keeps a supply of pillows, blankets, and sheets for campers who spend time in the infirmery. (You may want to encourage campers staying in the infirmery overnight to bring their own bedding from their cabin.) Ideally, these sheets should be laundered after each use. Detergent is provided, and laundry facilities are in the Infirmary as well as behind the office and in the basement of Grove Lodge. If you do not have time to do this yourself, please talk to the director. Please make sure all sheets are clean at the end of each week.

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. Sometimes it takes numerous people to help a homesick child. While we watch for signs of homesickness (vague aches, pains, and stomachaches, 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 infirmery. 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.

Sunday Registration

The registration process is not difficult, but can be a busy time with campers anxious to get back to their living areas. We try to have more than one nurse on hand for Sunday registration, especially for first-year nurses. Registration and the notification of cabin assignments will take place in the Lower Camp Assembly Hall, beginning at 3:00. If you have children who will be part of cabin groups and are the only parent there to register them, bring them to the Assembly Hall at this time, and we will get them settled before we open the doors to everyone else.

Health screening of campers without specific concerns will be done by camp staff in the Assembly Hall. Campers who are bringing medication or have other concerns will be directed to visit you **in the Infirmary** immediately after they have dropped their belongings at their cabin. This will alleviate an extended wait in the registration line.

When campers and their parents arrive at the Infirmary, you will receive health forms and several other papers, which you will review and staple together. There are some basic questions, provided in the registration box, which you will ask each camper, noting any new information. Ziplock bags and tape are provided to collect and mark all medications. Fill out a Camper Medical Concern form for the counselor, so that they will know when their campers need to visit the infirmary and what (if any) medical restrictions they have. These notes should be given to counselors at dinner or at the earliest opportunity after they are completed.

When you, the camper, and the parent feel that you have sufficiently addressed the necessary issues, instruct the camper and accompanying adult to return to the cabin to be signed in. **Under no circumstances should the camper check himself into the cabin.**

We recognize that all of this takes time. The goal is to have the Camper Medical Concern forms to the counselors by snack time (about 9:00PM). Registration usually ends around 4:30PM (though there are often several latecomers). Many nurses prefer to keep working until they're done, eating their dinner in the infirmary that night.

Occasionally, families will forget or not complete their health forms. *Please have them complete a form before leaving.* We require forms in order to keep their child in camp, but often the missing forms can be faxed or other arrangements can be made.

Staff Support/Roles

The healthcare staff are responsible to the director while in camp. The director also takes part in all decisions related to the purchase of supplies, contact with parents, and other similar issues. However, you are the person most experienced in healthcare, and your advice and opinions are greatly valued. Share any concerns you have with the camp director, whether they be health or safety related. Our policies have been shaped by nurses' comments in the past.

All counselors and other leadership personnel will have current Red Cross First Aid and CPR certifications. Each group will also have latex gloves, gauze, and mouth barriers accessible, so that counselors are protected should they need to administer any emergency care. (Bags of these items are also located by the fire extinguisher in every major building.) These items are for initial treatment only. Follow up and routine care should be provided by the healthcare staff. We want to make sure campers and staff receive consistent, quality care from a licensed professional, and that the care that is properly documented.

Standing Orders

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

Telephone Information

There is VERY limited cell phone coverage in camp. There are fifteen phones in camp, connected by intercom. One of them is in the infirmary. Directions on how to use the phone are posted beside it. Familiarize yourself with our system early on; ask any office staff member if you have any questions.

Nawakwa has two outgoing lines. Long distance calls can be made from any phone. Staff are not permitted to use the Infirmary line for personal calls unrelated to health issues. As nurse, you may make personal calls from the infirmary.

In the evening, there is no one in the office to answer calls. The phone system will pick up the call and the caller will be given a menu of extensions. The Infirmary extension (31) is included.

- **The director should be consulted before a parent of a camper is called,** in any circumstance, and in some cases, she will want to be present or make the call herself.
- **Every effort should be made to contact a parent before a camper receives outside treatment.** Sometimes parents opt to pick up their child and go to their own doctor instead of using our camp doctor.
- **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.**

Maintenance Concerns

If you have a safety or maintenance concern, write it on a maintenance request slip in the office.

Daily Living at Camp

**** Please review the Volunteer's Guide to Nawakwa for general information regarding your week at camp.**

Camper Schedules

The program staff will present all schedules to you on Sunday afternoon. Further information about the week's events is announced at Sunday staff meeting and at mealtimes each day. You and your family are welcome to join in any of the different full-camp activities. You may also join small group activities as invited or by prior arrangement. As nurse, you should always be accessible by posting signs at the door of the infirmary listing where you are. (We have ready-made signs covering most situations.)

Meals

We expect that the nurse will join the camp family for meals in the Dining Hall. Meals can be brought to the infirmary for you and/or your patients if you must remain in the infirmary over a mealtime. Please call the office or dining hall to request this service.

Job Benefits

Many say the greatest benefit of this job is the opportunity to serve God by helping ensure a healthy, safe week for Nawakwa's campers. You and your family are also entitled to free meals and housing during your stay. The infirmary has two bedrooms and 2 full baths available for your use, in addition to isolation for campers. You, as nurse, will receive a free staff shirt to wear on Sunday during registration. We offer one complimentary week of camp (up to \$580) for a child for each volunteer week served by you.

Previous experience has shown that if you have children who are joining a cabin group while you are in camp, it is best to talk with them in advance about their unique situation. Some children may be eager to define themselves as individuals for the week; others may enjoy your presence as extra support. Please be sensitive to difficulties that may arise including discipline problems (child refuses to see counselor as authority while parent is in camp) and/or an inability to break away from you and become involved in the cabin group.

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.