

## Health Care Policy

The Boston College Recreational Day Camp will follow all of the policies and procedures set forth by the Universal Emergency Response Guidelines and the Emergency Action Plan of the Flynn Recreation Complex. (See Appendix B & C)

All of the Full-Time employees of Campus Recreation are certified from the American Red Cross in CPR/AED for the Professional Rescuer and First Aid. There is a Full-Time Facility Supervisor monitoring the building during all hours of operation for all Campus Recreation programs.

### Boston College Emergency Phone Numbers

Emergency contact numbers will be placed at the following locations in the Flynn Recreation Complex:

- Lobby
- Isolation Room
- Control Desk
- Supervisor Room
- Equipment Desk
- Camp Director's Office
- Assistant Camp Director's Office

The following useful phone numbers will aid the emergency procedure:

Camp Health Care Consultant	631-513-6827 (Jen's cell)
Camp Director	617-552-0333
	617-552-1788
Boston College Police	617-552-4444 (2-4444 on campus)
BCPD Non Emergency	617-552-4440 (2-4440 on campus)
St. Elizabeth's Emergency Rm.	617-789-2666
Poison Control	800-222-1222
Animal Control	617-635-5348

Recreational Day Camp Health Care Policy Protocol in addition to the Flynn Recreation Complex Emergency Action Plan.

1. Completed health forms must be signed within 3 weeks prior to camp. Medical exams must be no more than 1 years old. Any camper coming to camp without properly signed forms will not be allowed to remain.
2. All campers with pre-existing conditions such as allergies, chronic ear and/or throat infections, asthma, etc. must bring necessary medication in sufficient quantity for camper's stay. All medication must be properly labeled in its original container with complete doctor's instructions for dispensing. Any medication not properly labeled WILL NOT be administered. Please do not bring vitamins for the campers.
3. If a camper is unable to participate in activities for more than 24 hours due to illness, arrangements will be made for the camper to return home.
4. Boston College Recreational Day Camp has a Massachusetts licensed physician or physician's assistant on call and utilizes Boston College Health Services. The parents must assume any other medical arrangements desired.
5. All dental problems excluding accidental injury are the parents' responsibility. Orthodontic appliances are also the responsibility of the parent.
6. In the event of an emergency injury, the Health Supervisor will be notified and will supervise care. A staff member of the camp will notify the Boston College Police

- Department of any serious injury requiring advanced medical personnel as necessary. All parents will be notified of serious accident or illness of their camper.
7. It will be the responsibility of the person calling BCPD to accurately report the location of the camper. Any other pertinent information from the staff regarding the status of the camper will be reported depending on individual circumstances.
  8. At no point should a staff member of the camp attempt to move, aid, or evaluate an injured camper unless certified to do so.
  9. Follow-up care will be provided in the event of an emergency injury in the appropriate manner as determined by the Camp Director.
  10. The health staff and/or higher medical professionals will determine all decisions regarding clearance for play after injury. Camp staff members should contact the Camp Director or health staff with any concerns regarding the camper's health, including dehydration, sickness, extreme fatigue, or other medical conditions.
  11. Protection from the ultraviolet exposure of the sun will be encouraged. Such measures shall include, but not limited to the use of wide brim hats, keeping shirts on, encouraging the use of sun screens with a solar protection factor of 15 or greater and lip balm.

**\*Documentation:** Each injury/incident must be reported using the Boston College Campus Report Form (See Appendix D). It will be filed away in the Medical Log Book held by the Camp Director. A written policy will be reported by the Camp Director in response to the injury to prevent a similar occurrence.

### **First Aid & AED Equipment**

First Aid locations:

- Facility Supervisor's Office
- Pool
- Outdoor Tennis Courts
- Isolation Room

\*First aid kits are maintained by Health Supervisor and the Facility Supervisor and will contain the following list of supplies at all times: non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, a cold pack and barrier protection gloves, sun block.

Automatic External Defibrillator locations:

- Flynn Recreation Complex Lobby
- Pool
- Indoor Basketball Courts
- Outdoor Tennis Courts

Emergency back board is located at the pool.

### **First Aid Area**

The Recreational Day Camp will have a designated camp First Aid located on the Outdoor Tennis courts for the outdoor programming and will act as the primary facility identified as an infirmary or first aid facility. All First Aid supplies will be stationed in this area. The Flynn Recreation Complex also has other First Aid equipment located throughout the building.

### **Isolation Area**

The Isolation Room is designated as a space for isolation of an ill child with a communicable disease or suspected of such illness (or otherwise in need of quiet and rest). Adult supervision will be maintained in this area at all times, and solely for the purpose of isolating a child for the aforementioned reasons.

### **Administering & Storing Medication**

All medication prescribed to campers shall be kept in their original containers bearing the pharmacy label, showing the following information:

- Date of filling
- Pharmacy name and address
- Pharmacist's initials
- Serial number of the prescription
- Name of patient
- Name of the prescribing practitioner
- Name of the prescribed medication
- Direction for use and cautionary statements
- Tablets or capsules with number in the container

All medications prescribed for campers shall be kept in a locked storage cabinet used exclusively for medication. Lock should only be open when a medication is going to be administered. All storage units will be kept in the Isolation Room in the Flynn Recreation Complex. Medications requiring refrigeration will also be kept in the Isolation Room. All units are to be securely anchored to a solid surface.

Medication will only be administered by the Health Supervisor. The Health Care Consultant will acknowledge in writing a list of all medications administered at the camp.

### **Returning and/or Destroying Unused Medication**

- At dismissal of camp, parents are required to meet directly with the Health Supervisor to retrieve unused portion of medication.
- Any medications not picked up by parent/guardian will be destroyed in line with the Department of Public Health policy.
- All medication will be disposed of by the Health Supervisor by placing medication in a red bag, tied and placed in disposal bin. If there is any doubt on how to dispose of medication the Health Supervisor and Camp Director will contact BC Athletic Training for best practices.
- At time of destruction/ disposal a witness will log and sign off that medication has been destroyed. The log will be kept on file for three years.

### **Medical Log**

Boston College Recreational Day Camp has a Medical Log that documents all medical incidents and documents daily administration of camper medication. Medical Log shall be maintained by the Health Supervisor and stored in the Camp Director's office while camp is not in session. The Medical Log shall be archived for each year.

### **Injury Prevention**

- Camp Director, Assistant Directors, Health Supervisor and the Facility Supervisors will survey the property daily for any sign of hazards, they will document daily whether or not any health hazards were found and take immediate action to remedy such hazards.
- All Staff will be trained at orientation that they are encouraged to report to the fulltime staff of any hazards or unsanitary conditions found during their daily duties.
- The Health Supervisor will report hazards or unsanitary conditions to the Camp Director and Facility Supervisor. The Facility Supervisor will document this in an incident report along with a recommendation of how this hazard could be avoided in the future.
- Boston College Recreational Day Camp shall make every reasonable effort to provide a physical camp space that is free from hazards and kept in a sanitary condition.

### **Serious Injury, Hospitalization or Death of a Child or Staff Member**

All emergency injury information will be documented on the Injury Report Form prescribed by the Massachusetts Department of Public Health. A copy of each report will be sent to the MDPH within seven days of the occurrence. Reporting of any of these situations will be done by the Camp Director.

- When first aid is administered to a camper in a serious situation the parents or primary care giver will be called immediately afterward for further follow up and provide information about the injury.
- In a serious situation if the parents or primary care giver cannot be reached by phone, each of the alternate emergency numbers will be called in the order in which they are listed on the Camp Waiver Form.
- If parent or primary care giver could not be reached they will be notified at the end of the day when they arrive to pick up the camper.
- Parent will have access to all documentation of the injury and any first aid given.

### **Infection Control**

- Bathrooms, sinks and water fountains will be cleaned and sanitized on a regular basis.
- Campers who are clearly sick and/or infectious will be separated from other campers and placed in the designated isolation area. Parents will be notified and asked to pick up their child.
- The Health Supervisor will watch for signs of infection and sickness among campers.
- All staff and camp counselors will be trained at orientation to monitor the campers in their groups for signs of sickness and infection and to report such findings to the Health Supervisor.

### **Blood Spills**

- Any camp staff member coming in contact with blood or other bodily fluids shall contact the Facility Supervisor.
- Blood spills will be cleaned by the Facility Supervisor in the following manner:
  - Facility Supervisor applies latex gloves.
  - Use paper towels and lay them over the spill to absorb the blood.
  - Additional paper towels are laid over the spill until absorption has ceased. Using gloved hands, the staff person will wipe up the spill with the absorbent paper towels and dispose of in a red double bagged trash container.
  - The area should then be sprayed with a disinfectant, allow to sit for 30 seconds, and then wiped with paper towels again which is then disposed of also in the red double bag.

### **Care of Mildly Ill Campers**

- Campers who are mildly ill will be escorted to the designated isolation area and then evaluated by the Health Supervisor.
- Campers who are mildly ill who remain at camp will rest in the designated isolation area. The Health Supervisor will monitor the camper until they feel better or are picked up by parent or guardian.
- A sheet will be given to the campers who are mildly ill but are not sent home during the camp day. This sheet will be brought home to the parent/guardian and it will list the symptoms and care procedures administered to the camper. This is intended to keep the parent/guardian up-to-date on the camper but not to call for all mildly ill occurrences.
- This information will be documented in the medical log.

- Parents will be notified if camper is unable to attend normal camp activities within 30minutes or sooner if condition warrants.

### **Procedures for Common Mild Illnesses**

#### Sunburn

- When a camper develops sunburn they should be directed to and monitored in a cool and shaded environment.
- Make sure the camper is drinking plenty of fluids.
- Once settled, place a cool compress on the sunburn to provide relief and moisture.

#### Bee Sting

- For a known allergy, the health supervisor will help assist the camper administer epinephrine (their epipen).
- Once the epinephrine is administered, 911 should be called and the parents should be informed of the allergic reaction.
- For a general bee sting, place a cool compress on the area and monitor the camper for shortness of breath, hives, or any other abnormal changes in camper's health.

#### Headache

- Have the camper lie down in a comfortable environment.
- Make sure the camper is hydrated.
- Use a cool compress if necessary.

#### Stomach Ache

- Have the camper lay down in a comfortable environment, encouraging them to drink fluids and rest.
- The health supervisor will monitor their appearance and symptoms watching for nausea and diarrhea.

#### Dizziness

- Make sure camper is hydrated, encouraging the intake of fluids.
- Ask the camper to lay down while monitoring the campers level of consciousness and general complaints.

#### Home Sickness

- Comfort the camper as much as possible while trying to find out why they are home sick.
- Help the camper feel more comfortable at camp, providing reassurance and guidance if necessary.

#### Dehydration

- Have the camper rehydrating slowly.
- Bring the camper into a shaded and cool environment.
- Monitor camper watching especially for fever, dizziness, vomiting, and diarrhea.

#### Heat Exhaustion

- Bring the camper into a shaded and cool environment.
- Have the camper use a cool compress.
- The health supervisor will monitor level of awareness and consciousness, and changes in general appearance.

#### Asthma

- If the camper is prescribed a rescue inhaler – the health supervisor will assist the camper in using the inhaler, monitoring improvements for a minimum of thirty minutes after use.
- Bring the camper away from the group preventing excess stress, while reassuring the camper by providing comfort and support.

## Lice

- When one camper has lice, all campers within that group will all be checked for lice by the health supervisor.
- Once checked, all campers with lice will be sent home with instructions and information about over-the-counter lice treatments.
- Once the treatment is completed and documented, the camper will be allowed to return to camp.

## **Protecting & Caring for children with allergies**

- This information as given by the parents on the child's medical form will be highlighted. All camp counselors will be informed of such allergies as well as the Health Supervisor and Camp Director.
- Staff will make every effort to ensure campers with allergies or other emergency medical information will be restricted to activities that do not aggravate allergy or medical condition.

## **Communicable Disease Reporting**

Per Massachusetts State Sanitary code 105 CMR 430.157 Boston College is responsible for insuring that each case of any such communicable disease occurring at our camp is immediately reported to the local board of health. The report will be made by the Camp Director. The report will include the name and home address of any individual in the camp known to have or suspected of having such disease. Until action on such case has been taken by the Health Care Consultant, strict isolation shall be maintained.

## **Reporting Outbreak of Disease**

The Camp Director will report immediately by telephone to local board of health and to the Massachusetts Department of Public Health each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom.

## **Animal Control**

Warnings against approaching any animals (dead or alive) that may appear at camp (i.e. squirrels, skunks, dogs, birds, etc.) will be given as to prevent any enticement, irritations, bites or spread of illnesses (i.e. rabies, West Nile, etc.) by the animals. If a deceased animal is found in any area the camp director will be notified immediately and the Boston College Police Department and/or Animal Control will be notified.

If contact occurs between a person and a wild or stray animal, the wound or area of skin contact will be washed immediately with soap and water for at least 10 minutes. The Health Care Consultant will be notified as well as the local board of health and a decision whether to treat for rabies or any other illness will be made. If necessary the animal control officer will be notified to locate the animal.

## **H1N1: Swine Flu**

The Boston College Recreational Day Camp will undertake strategies to monitor absenteeism, identify and dismiss campers who come to ill, and to implement measures to slow the spread of novel H1N1 (swine flue). The following prevention steps will be taken:

## **Prevention**

### *Hand Washing*

- Promote frequent hand washing with soap and warm water.
- Alcohol-based sanitizers are also available throughout the Flynn Recreation Complex.
- Hand washing sessions will be encouraged in between each activity and specifically when near a bathroom area.
- Hand washing will be required before and after any eating period.

### *Cough Etiquette*

- Promote the covering of coughs and sneezes with a tissue or into one's inner elbow.
- Individuals should wash their hands after a cough or a sneeze.
- Staff and campers should take note of places where people are in closest contact with one another. Adapt the areas to maximize space and when in doubt, go for an arm's length of distance between people.

### *Stay at home*

- Staff should stay at home if sick.
- Staff will encourage parent/guardian to keep campers at home if they are sick.
- Anyone with flu-like illness should stay home for 7 days, or 24 hours after their symptoms have gone away.

### *Staying Informed*

- The Boston College Recreational Day Camp will stay informed on the latest developments of the novel H1N1 flu outbreak.
- The Camp Staff will use the Department of Public Health Website for updated information ([www.mass.gov/dph/swineflu](http://www.mass.gov/dph/swineflu)).

## **Camper with H1N1 Symptoms**

If any case is suspected or reported, the local Board of Health will be notified. The parents/guardians will then be contacted so the camper may be removed from camp. If the parent/guardian is unable to pick up the child, the camper will be isolated from the rest of the group and cared for in the designated isolation area. All other campers and staff will be screened to determine if anyone else has been experiencing flu-like symptoms. The above prevention procedures will be intensified if a case is reported.

## **Communication**

The Boston College Recreational Day Camp will communicate regularly with the parents/guardians of the campers regarding the Swine Flu. The Camp will provide informational flyers and checklists offered by the Board of Public Health to the parents/guardians. These flyers include prevention checklist and factsheet.