



Sol Garden Creations & Aqua Creations Summer Camp

Policies and Procedures Handbook

Imaginative Minds LLC

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Goals & Objectives

Sol Garden Creations & Aqua Creations Summer Camp provides children with a natural setting and promotes activities that encourage the development of well-rounded individuals that benefit society.

TO DEVELOP A SENSE OF RESPONSIBILITY AND AN AWARENESS OF ALL PEOPLE.

- * Values clarification activities with children
- * Experience in working together with a variety of cultures.
- * Conflict resolution through counselor facilitation

TO DEVELOP THE INDIVIDUAL SENSE OF RESPONSIBILITY TO CONSERVE AND PROTECT THE NATURAL WORLD.

- * Ecology activities
- * Experience in the out of doors
- * Conservation of food, paper goods, materials, and water
- * Protection of plant and animal life through education
- * Introduction to and care for young aquatic fish to develop respect for living things

TO PROVIDE A WHOLESOME EXPERIENCE IN YOUTH-ADULT PARTNERSHIP GROWING OUT OF THE CLOSE RELATIONSHIP BETWEEN CAMPER AND COUNSELOR.

- * Recruitment of responsible, caring and enthusiastic staff members who relate well to children.
- * Working in small groups to insure each individual an opportunity to build an open relationship with an adult
- * The chance to meet and work with many staff members that provide additional support and opportunities for friendships.

TO DEVELOP A HIGH LEVEL OF SELF-CONFIDENCE, SELF-ESTEEM, AND LEADERSHIP SKILLS.

- * Campers will work in teams to complete project based learning activities
- * Opportunity to try new experiences that challenge each individual with support and encouragement from staff
- * Provide campers the chance to lead, teach, or represent their peers or staff in activities
- * Use of positive reinforcement for individual achievements and good choices

SPECIALTY PROGRAM CLASSES - TO PROVIDE CAMPERS WITH PROGRAM AREA IN WHICH THEY CAN SPECIALIZE IN & DEVELOP A SKILL IN.

Sol Garden Creations & Aqua Creations Summer Camp

- * Each child will learn the basic skills in the area as well as learn several new skills
- * They will work toward an end project or performance that will involve staff or the rest of camp
- * A variety of activities/things will be tried to broaden the camper's base of knowledge in area
- * Campers will choose and plan for their experience with the guidance of their instructor

BASIC PROGRAM CLASSES - TO PROVIDE CAMPERS WITH THE OPPORTUNITY TO TRY EACH PROGRAM AREA AS OFTEN AS THEY WISH AND BROADEN THEIR EXPERIENCE IN MANY DIFFERENT AREAS.

- * Each camper will have the opportunity to learn from an experienced instructor a few basic skills in each class
- * Campers will be introduced to the overall program offered in the specialty class
- * The class will be fun and work toward positive interaction between campers

CAMP MEAL PROGRAM - CAMPERS & STAFF WILL EAT FAMILY STYLE AND WORK TOWARD PROPER DINING PROCEDURES.

- * Campers will use basic proper table manners.
- * Campers are introduced to and encouraged to try new foods.
- * Campers will be asked not to leave food on their plate and instructed in reasons not to waste food.
- * Campers will learn how to set a table correctly.
- * Campers will use proper conversational skills at the table.
- * Campers will learn how to properly clean their areas after eating

OPEN RECREATION - RECREATION AREAS ARE OPEN AND STAFFED FOR CAMPERS USE

- * Campers get to choose as individuals which area they would like to use
- * Campers may stay during the allotted time for their group and experience as many different activities as they like
- * Campers have a chance to work/play with different children
- * Campers get a chance to experience and work on different skills at their own speed

ALL CAMP ACTIVITIES - LARGE GROUP ACTIVITIES AND/OR GAMES WITH THE ENTIRE CAMP

- * Campers get a chance to interact with other children in different age groups
- * Campers interact with a large group of people
- * Campers get a chance to play with staff and see them in a different aspect

Age Level Characteristics

AGE GROUP: 8 - 9

- love to play
- like games using competition
- deep interest in heroes and tall tales
- seek approval of adults - imitate to gain approval
- like to collect things
- work attentively for only short periods of time
- high imagination
- careless of personal appearance
- full of questions
- need! Affection, help in skills, help in cooperation, develop an appreciation of others

AGE GROUP: 10 - 11

- Interest in team games
- coordination improves.
- crave excitement and physical motion.
- gang interest
- seek approval of the gang
- mental development rapid
- emotionally they are still young.
- confidence in oneself increasing.
- interests enlarges.
- can be interested in the welfare of the group.
- work hard on exciting jobs.
- need! Opportunities to explore, experiment, and create, to continue to develop respect for peers, opportunities to help in planning and opportunity to carry responsibility.

AGE GROUP: 12 - 13

- Maturing physically and mentally
- appetite tremendous
- gang loyalty is very strong.
- tend to overdo.
- stepping on threshold of adulthood
- see themselves through the eyes of their friends.
- begin to wonder what life is all about
- Opportunities for making own decisions, opportunities for winning approval of friends, opportunities for use of skill.

Behavior Management Policy

1. DISCUSS WITH CAMPERS THE BASIC GROUND RULES of camp and why they are important, as well the consequences.
2. IF **SAFETY** IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!!
3. TO APPLY CONSEQUENCES: - BE CONSISTENT AND UNIFORM WITH ALL CAMPERS
- CHECK WITH YOUR SUPERVISOR FIRST
- BE SURE TO FOLLOW THROUGH

DO NOT:

- * **DEPRIVE ANY CHILD OF FOOD OR WATER**
- * **PLACE A CAMPER ALONE WITHOUT SUPERVISION**
- * **SUBJECT A CAMPER TO: RIDICULE**
THREATS
CORPORAL PUNISHMENT
EXCESSIVE PHYSICAL EXERCISE OR EXCESSIVE RESTRAINT
VERBAL ABUSE

* KEEP THE CAMP DIRECTOR INFORMED OF ALL DISCIPLINARY ACTION!

4. STEPS TO STOPPING A NEGATIVE BEHAVIOR:
 - 1) Stop activity and using a stern look and firm voice, let them know the behavior is wrong.
 - 2) If behavior is repeated, stop activity. Pull those/the person involved aside and put the responsibility on them to change their behavior by:
 - identifying the bad behavior
 - stating the broken rule
 - stating the consequences
 - issuing last warning
 - 3) If behavior persists, do not hesitate. Carry through your warning.
 - 4) If child refuses to adhere to the stated rules after warnings and consequences have been issued, get another counselor or your supervisor.
 - 5) Normally, at this point, the matter has been taken care of. On the rare occasion that the camper still persists; your supervisor will take care of this one. This is an unusual situation calling for more individual attention than a counselor has available.

5. ACCEPTABLE CONSEQUENCES OF RULE BREAKING INCLUDE:

- 1) Quiet time
- 2) Restriction from activity
- 3) Restriction to the campsite
- 4) Clean appropriate designated facility
- 5) Conference with Director
- 6) Conference with parent/guardian

6. ADMINISTRATIVE STAFF WILL MAKE PERIODIC EVALUATIONS of the program, staff members, and camper groups to insure that the camp environment is not contributing to behavior problems.

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ADHERENCE TO DISCIPLINE POLICY

I have received and read the Discipline policy and understand it fully and agree to adhere to the policy as stated.

Signed: _____ Date: _____

Child Protection Law Plan

The Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being 722.621 et seq. of the Michigan Compiled Laws, and known as the Child Protection Law will serve as the guideline for discipline policies at Sol Garden Creations & Aqua Creations Summer Camp.

1. Upon arrival of camper, the nurse shall screen all campers as to their physical condition. Note any bruises, cuts, or markings on the child's body.
2. The counselor shall also watch for any signs of child abuse or neglect.
3. If child abuse is suspected, follow the chain of command in reporting. If camper confides to you of having been abused or neglected, only relate this information to those in authority. Do NOT tell any camper or other staff member.
5. Camper's records and applications shall be confidential. No one shall have access to the camp and camper's files except from permission of the Director, or other designated official.
6. The camper has a right to review and screen their own record.

DEFINITIONS IN ACCORDANCE WITH SEC. 722.621 OF MICHIGAN STATE LAW.

- "Child" - means a person under 18 years of age.
- "Child abuse" - means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- "Child neglect" - means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, or medical care.
- "Department" - means the State Department of Social Services.

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT

1. Camp Director or designated official shall make an oral report within 8 hours.
2. Within 72-hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, and the child's age. The report shall contain other information available to the Department of Social Services which might establish the cause of abuse or neglect and the manner in which it occurred.
3. If a camper appears to be injured, medical treatment will be given by the nearest medical facility.
4. Reporting is handled through the local county Department of Social Services.
The office to report to is _____.

Camper Records

Camper Record

Name _____

Nickname _____ Age _____ Birthday _____

Address _____

_____ City _____ State _____ Zip _____

Telephone _____ Email: _____

If under 18:

Parents/Guardian _____

Address _____

Telephone (Day) _____ Phone (Night) _____

Cell _____ Beeper _____

Other _____ Other _____

In case of emergency contact:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Health insurance information:

Insurance Company _____

Policy Holder's Name _____

Policy Group Number _____

Family Physician _____ Telephone _____

If under 18:

Only release this camper to the following adults:

Parental or guardian permission is required:

I give my permission for _____ to attend and participate in
Sol Garden Creations & Aqua Creations Summer Camp to be held from June 19, 2023 to
July 28, 2023 at Faith Tabernacle Church, 16548 Hamilton Ave., Highland Park, MI 48203.

Please list special needs, limitations, adaptation: (write additional comments on back)

Please list any special behavioral considerations and how they are handled:

Parent / Guardian Relationship

Camper Records

Parent OR Guardian Authorization Form

IMPORTANT!!

Parent or Guardian SIGN HERE please!

AUTHORIZATIONS:

My child has permission to engage in all prescribed camp activities, except as noted by me or an examining physician.

In case of injury, parents or the emergency contact person will be called immediately for their decision on medical treatment.

If parents or the emergency contact person is not available, we will use our best judgment as to what course of action to pursue and will continue to attempt contact. The camp or our organization will not be responsible for any costs incurred as a result of illness or injury. Parents should notify camp if this camper is exposed to any communicable disease during the three weeks prior to camp attendance.

I understand my child will be sent home if their behavior jeopardizes the other participants, jeopardizes the integrity of the program, or is not viewed as appropriate in anyway by the group leadership.

I understand my child may be participating in camp activities that may include Technical Tree Climbing, Horseback Riding, Boating, and Archery. I understand that there may be inherent risks in these activities.

If my child must return home due to illness or behavior, I will incur the cost of transporting them home or I will arrange transportation for my child within a realistic time specified by the group leadership.

I also give my permission for my child be photographed or videotaped and allow our group to release said pictures for publicity purposes.

In the event that I am not able to pick up my child, she (he) may be released only to the following people:

_____, _____,
_____, _____

Signed: _____ **Relationship:** _____ **Date:** _____

Health Service Policy
GENERAL HEALTH POLICY

STAFFING

Our Health Officer who holds certification in/as _____ and is current in CPR.. The Health Officer, or other staff member designated by the Health Officer, shall be on duty at the camp at all times while the camp is in session. This designated person will be _____ who has had Red Cross Standard First Aid Training & CPR. The Health Officer shall indicate their whereabouts on camp property, preferably on a sign posted on the Health Center door or _____, and will always inform the Camp Director and Administrative Assistant in person, text message with response of receipt, and/or via email depending on the length of time they will be away if he/she is leaving the campgrounds so that continuous coverage will be available for emergencies.

HEALTH OFFICER QUALIFICATIONS

- PHYSICIAN - Licensed to practice in Michigan & CPR
- REGISTERED NURSE - Certified to practice in Michigan & CPR
- PRACTICAL NURSE - Licensed to practice in Michigan & CPR
- EMT - Licensed to practice in Michigan & CPR
- Camp Health Officer - An adult with Basic Standard First Aid & CPR

- NOTES:
- o CPR = min. 8 hour course & SFA = min. 17 hour course
 - o If group is more than 20% handicapped or non-ambulatory Health Officer with certification for: FIRST AIDER = must be an adult with Advance First Aid
 - o Any course that is equivalent to the American Red Cross courses are acceptable.

CONSULTATION SERVICES

Our camp doctor is: _____
Address _____

Phone: _____ Days/Hours: _____

Emergency Number: _____ Where: _____

He/she has agreed to _____ and be accessible by phone to us and to see sick or injured campers in office and bill the parents directly.

EMERGENCY TRANSPORTATION AND SERVICES

In the event of an emergency or serious injury, the _____ (Health Officer) or _____ (Administrative Staff) will make the decision to call EMS or to transport the individual(s) concerned for medical treatment. EMS service is available from Croswell Ambulance service by calling the Sheriff's Department at: **911**

Other emergency transportation may be provided by an Administrator's car.

If advanced emergency services are required, we will take campers to _____, at _____, phone _____.

The hospitals medical staffs are available on a twenty-four hour basis.

Attached are statements of emergency care for this season which has been agreed upon by both institutions. As stated in these agreements, a staff member will accompany any person sent by either car or ambulance to the hospital.

PARENT NOTIFICATION

Camper's parents or legal guardians will be notified by the Health Officer _____ or Camp Director _____ as follows:

- 1) Immediately in the event of death
- 2) Immediately following admission to the hospital
- 3) As soon as possible if Health Officer and/or physician recommends that camper returns home due to serious injury or illness.
- 4) At Health Officer's discretion if other matters that require their attention related to the health of their child.

DAILY OBSERVATION

It is each _____ (Camp Staff) 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.

SCREENING OF CAMPERS

All campers will be screened by the Health Officer within twenty-four hours of their initial arrival at camp. This screening will include a review of the camper's health history, a general physical assessment, a discussion of health needs with the camper, and a checking in of all medications. The Health Officer shall be alert to the signs of communicable disease in the camper and camp site area.

FIRST AID AND HEALTH CARE SUPPLIES

Emergency first aid supplies will be located in the following areas:

Classrooms and/or Kitchen areas. First aid kits will be available for field trips, and will be stored in the designated areas when not in use. All medications will be kept in the health center in a locked place if it is not medically contraindicated to do so. An inventory of supplies is attached.

MEDICATION STORAGE AND ADMINISTRATION

All campers and staff medications must be turned into the Health Officer. They should be in the original container with the dosage and frequency marked. The Health Officer is responsible for keeping all prescription drugs and medications under locked storage, in the church office and/or designated area. When the Health Officer is off duty, The Camp Director or Administrative Assistant retain a key to the locked storage cabinet(s) and assume the responsibility. The Health Officer will prepare and dispense medications to the appropriate persons at designated times as prescribed for the campers by the physician.

FOLLOW UP

The _____(health director) or _____(camp director) will return all medications at _____(time of departure) and check at that time for any continuing problems that should be taken care of once home. Parents will be able to talk to Camp Director _____if there is anything they need to know.

FIELD TRIPS

The _____(camp staff) 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.

Any medication dispensed or treatments given will be recorded by the _____ (field trip leader). 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 accident report form will be filled out.

Health Service Policy

EXPOSURE CONTROL PLAN

Exposure Control Plan

This information is provided to camp employees in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of the camp to educate people about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals' use of these techniques. The camp program recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, INCUR THE RISK OF EXPOSURE TO BLOOD AND OTHER BODY FLUIDS: Nurse, Nursing Assistant

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, PROVIDE FIRST AID CARE AS AN ANCILLARY TASK RATHER THAN A PRIMARY TASK: Designated wilderness first aider in Camp tripping programs, Lifeguarding staff when on-duty at the waterfront.

(ALL OTHER JOB CLASSIFICATIONS ARE NOT EXPECTED TO PROVIDE FIRST AID BUT RATHER REFER PEOPLE IN NEED OF HEALTH CARE TO THE NURSE/NURSING ASSISTANT.)

Camp nurses and nursing assistants (NAs) can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members. Consequently, the program follows these practices:

Members of the Camp health care team are oriented to the potential for exposure by Camp's Health Care Administrator. A record of who received the education and its content is kept for three years by the Administrator. Orientation includes:

- A. Identification of risk areas: Contact with blood-borne pathogens (e.g., hepatitis, HIV), Contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).
- B. Education about the nature of the risk: Method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms and information sources which provide clues to potential risk areas.
- C. Work practices designed to minimize exposure:
 1. Availability of personal protective equipment (PPE) – Gloves, CPR mask, Antimicrobial soap, (eye, nose, and mouth) shield, Body fluid spill clean-up kits.
 2. Double-bagging via red bag and disposal procedure for hazardous waste.
 3. Screening individuals who come to the program.
 4. Requiring participants to provide health information.
 5. Use of universal precautions by staff.
 6. Education for people working in risk areas: Health care team members, lifeguards, housekeeping, kitchen staff.

7. Hepatitis B vaccination for nurses: Camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages non-vaccinated nurses to get vaccinated.
8. Video which teaches effective use of the CPR mask.
9. Sharps container provided which has biohazard label affixed.
10. Resource personnel to answer questions: Camp Health Care Administrator, Camp Supervising Physician, and State Dept. of Health Epidemiologist.

D. Behavior expected from employees to minimize risk:

1. Use of PPE
 - A. Gloves are used when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).
 - B. CPR mask is used to provide CPR/artificial respiration.
2. Minimum 15 second hand washing with antimicrobial soap after: Removing gloves, Contact with potential risk, unprotected contact with any body fluid.
3. Minimum 60 second hand washing with antimicrobial soap after blood splash.
4. Use of body fluid spill's clean-up kit.
5. Vaccination to protect from hepatitis B.
6. Sharps disposed of properly: No re-capping of needles, All sharps (lancets, needles) placed in sharps container immediately after use, Full sharps container given to Administrator for disposal through local hospital.
7. Participation in education about disease control.
8. Immediate reporting suspected exposure (e.g., needle stick) to supervisor and Administrator.
9. Performing job tasks in a manner which minimize/eliminate exposure potential.

Evaluation of compliance with the camp exposure control plan as part of the camp personnel management system.

Camp Counseling Staff

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

In keeping with accepted practices, the Camp Health Care Administrator educates Camp staff during orientation about appropriate response practices:

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
4. Staff are instructed to initiate the camp emergency response system immediately.
5. Staff participate in a discussion of "emergency" to establish defining attributes of their response.
6. Staff are educated to approach care of minor injuries from a coaching perspective and

specifically directed to refer injured people to the Camp healthcare team if self-care is inappropriate or impossible.

Post-Exposure Plan for Camp

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp nurse when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (30) years by the camp director and according to OSHA requirements (i.e. separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

Time Line	Employee's Actions	Camp Nurse's Actions	Camp Director's Actions
Within 24 hours	Exposure incident occurs. Report incident to camp nurse within 15 minutes of happening Begin prophylactic treatment. Complete WkComp form & incident report with camp director	Notify camp director. Begin 15 second scrub of area with bacteriostatic soap followed by application of disinfectant Contact supervising MD and refer client for assessment Begin psycho-social support process.	Determine source of contamination, initiate request to have source screened for infectious diseases. Notify insurance. Create incident report file with supporting documentation. Contact mental health professional for employee. Complete WkComp & incident report form with employee.
Within next 48 hours	Continue medical follow-up per MD orders. Begin counseling support	Monitor client adjustment to situation; answer questions as needed. Provide needed cares.	Follow testing of source individual as warranted. Consult with mental health professional to arrange post-camp therapy per need.
Beyond first three days	Continue post-exposure prophylaxis as directed by MD. Participate in review of incident.	Participate in review of incident.	Maintain contact with employee to follow incident. Lead review of incident. Review incident, adapt camp practices as needed to manage risk, to minimize chance for repeat of situation. Maintain records for duration of employment plus 30 years.

Information on Universal Precautions

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross- contamination from blood-borne pathogens.

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated. Personal Protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.
2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present.
As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.
4. Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
6. Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.

Camper Health Requirements
MEDICAL RECORD LOG

PAGE _____ of _____ PAGES

TIME	NAME	CABIN	NATURE - ILLNESS/INJURY	TREATMENT/DISPOSITION	BY

SOL GARDEN CREATIONS & AQUA CREATIONS SUMMER CAMP

Health Service Policy
INDIVIDUAL CAMPER MEDICAL SHEET
CAMP MEDICATION RECORD

Name			Unit/Cabin			Allergies						Physician Phone#		
Staff Responsible			Session/Dates						Parent(s) Phone #					
SCHEDULED MEDICATIONS														
Medication (Name, Dose, Route, Frequency)			Date _ Hour _											
	Initials	Full Signature						Initials	Full Signature					
1							3							
2							4							

SOL GARDEN CREATIONS & AQUA CREATIONS SUMMER CAMP

Name	Unit	Allergies	Unit Staff							
PRN and ONE-TIME MEDICATIONS										
MEDICATION (Dose, Route, Frequency)	Reason for Med	Date, Time, and Initials								Effects Noted
DOCUMENTATION of OMITTED DOSE of MEDICATION										
MEDICATION (Dose, Route, Frequency)	Dose Omitted				Reason for Omission				Initials	

Food Service Policy

1. Camp will provide 2 meals and 2 snacks each day.
2. Meals will be served family style with occasional salad bar and buffet. Snacks will be served informally.
3. Staff members will sit _____ or at each table with children.
4. Special dietary problems will be handled under directions from camper's parents or campers physician or Camp Director or Cooking Teacher.
5. Camp health officer or Camp Director is responsible for checking that diet provided meets camper needs.
6. All weekly menus will be kept on hand, at camp, for the entire season.

7. MEAL SCHEDULE:

BREAKFAST 8:00 AM

LUNCH 10:30 PM – 12:30 PM

SNACK 10:00 – 11:00 __AM ___ 1:00 – 3:00 __PM

JUICE BREAK 10:00- 11:00 ___AM _1:00 – 3:00 PM

8. NOTES/ COMMENTS:

Transportation Policy Statement

GENERAL POLICY

DRIVER QUALIFICATIONS: All drivers of camp vehicle must be:

- o At least 18 years old
- o Possess a valid Michigan driver's license appropriate for the vehicle to be driven
- o Be listed on camps insurance policy
- o A chauffeurs license is preferred

VEHICLES:

Drivers must complete a pre-trip safety check and document it. The camp director will periodically check vehicle logs and perform prevention maintenance at intervals as recommended by vehicle manufacturer. Once a year, all vehicles with a capacity of 12 or more will be inspected by the State Police.

RIDERS:

- o One staff member in addition to the driver will accompany each group of 12 or less campers.
- o All campers and staff will wear vehicle safety belts.
- o All riders must remain seated.
- o Campers will refrain from distracting driver.

EVACUATION:

Staff will be aware of all available exits from the vehicle to be utilized. Campers are to be evacuated away from vehicle and any other hazards and held as group until they can be released to their parents or another vehicle. Once clear of vehicle staff will take a head count. The vehicle will be marked with flares if in a traffic area.

LOADING/UNLOADING:

- o All loading and unloading of campers and gear will be done off roadways
- o Campers are to remain orderly and enter and leave in single file
- o A staff member is to make head count each time campers enter or leave
- o No gear can be stored in a manner that causes aisles or exits to be blocked

TRIPS: (all field trips will be completed using chartered bus services)

When a vehicle leaves on a trip with campers aboard there must be a trip agenda left behind. The driver should carry: maps, emergency hospital information, campers records and emergency health release, camp emergency contact numbers, and this information.

Transportation Policy Statement
EMERGENCY TRANSPORTATION

CARS DESIGNATED EMERGENCY VEHICLES:

Will carry first aid kits and fire extinguisher, be registered, have a full tank of gas, be insured, and have seat belts for every person.

EMERGENCY TRANSPORTATION AND SERVICES

In the event of an emergency or serious injury, the _____(Health Officer) or _____(other member Administrative Staff) will make the decision whether call EMS or to transport the individual(s) concerned for medical treatment using the camp emergency vehicle:
belonging to _____, or _____.

In emergencies we will use EMS when possible.

Our camp's arrangements for Emergency Transportation are with _____and they will send an ambulance from the _____.

If advanced emergency services are required, we will take campers to _____, at _____, phone _____.

The staff will take along if possible the parent release form, insurance information and health history form along with any medication the camper has at camp. A _____ staff member will attend to patient in transit when possible.

The hospitals medical staff are available on a twenty-four hour basis and will be called to alert the to our campers arrival. Administrative staff at camp will contact parents. A _____ staff member will accompany any person sent by ambulance to the hospital.

Transportation Policy Statement
EMERGENCY VEHICLES AND DRIVERS

Emergency vehicles must be appropriately licensed and inspected. List emergency vehicles and drivers.

<u>NAME</u>	<u>MAKE</u>	<u>MODEL</u>	<u>YEAR</u>	<u>LICENSE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note Location of KEYS:

Transportation Policy Statement

VEHICLE CHECK LIST

VEHICLE CHECK LIST - TRIP CHECK LIST

- _____ Lights
- _____ Lighting systems
- _____ Tires
- _____ Exhaust system
- _____ Windshield wipers
- _____ Tires
- _____ Emergency warning systems
- _____ Steering
- _____ Horn
- _____ Braking system
- _____ Oil level
- _____ Emergency supplies
- _____ Coolant level
- _____ Cooling system
- _____ Emergency warning system
- _____ Windshield wipers
- _____ Lubrication system
- _____ Transmission system
- _____ Suspension system

Site Safety & Emergency Procedures

FIRE EMERGENCY

CAMPERS... IF THERE IS A FIRE IN A CLASSROOM

- **Get out to safety!**
- **Each classroom has an exit plan**
- **Walk** quickly away from fire and meet your group across the street from the church in the church commercial lot.

DO NOT STAY TO FIGHT FIRE... GO DIRECTLY TO THE LOT ACROSS THE STREET!

CAMPERS... IF YOU HEAR THE FIRE ALARM...

- **Stop** what you are doing! Stay calm.
- **Walk** quickly, from the classroom, and meet at the lot across the street from the church.
- Call 911!

STAFF... IF THERE IS A FIRE IN A CLASSROOM...

- Follow the directions outlined in the exit plan

Get the campers out to safety!

If fire is large or spreading...

- Get everyone (including yourself) out to safety!
- Alert other staff/adults in area.
- Gather campers in your area and calm everyone!
- Send runner for help to office or dial 911
- Evacuate to the lot across the street. If that is blocked head to the opposite corner at the end of the block

If the fire is small...

- Use fire extinguisher by twisting out pin, aim hose at base of fire and pull trigger
- Tell campers to alert other staff
- Send runner for help at office and send all campers to the lot across the street
- If fire is not out - evacuate and if no one is in office, call 911
- If fire is out - send for other fire extinguishers to make sure it will stay out!
- Report incident to office! Calm campers and reassure everyone!
- If no camp staff is found and an evacuation is needed call 911 and then sound alarm **which is the large red button by the light switches in the lodge and dining hall. Fire alarm is three short blasts with break in between FIRE-FIRE-FIRE repeat till everyone is accounted for.**

Site Safety & Emergency Procedures

BAD WEATHER

FOR CAMPERS...

IF YOU HEAR THE WARNING FOR BAD WEATHER...

1. **Stop what you are doing!** Stay with the adult or group you are with. Stay **calm**.
2. **Walk** quickly to designated safe area.
3. **Listen to staff** and do as they say.
4. If you cannot get to designated area **lay in a low spot** on ground.
5. **Listen for one** siren blast to say it is ok and meet at the lot across the street.

FOR STAFF...

IF THERE IS TORNADO OR STORM WATCH... we will let you know

WE WILL NEED YOU TO:

1. **Meet** your campers in your classrooms.
2. **Report** to your supervisor if anyone is missing.
3. **Keep Everyone Calm** and make sure they have fun!
4. **Do Not Leave Your Room** without permission.

IF THERE IS A TORNADO OR STORM WARNING... you will hear a siren (or be told)

WE WILL NEED YOU TO:

1. **Gather any campers** you are with and take them to the classrooms
2. **Do not move to another building** unless you are told.
3. **Huddle** campers in classroom away from doors and windows
4. Try to keep everyone **calm**. Make sure you have your class roster..
5. **Wait** until you are told to relax
6. Wait until someone gives you an **all clear** to come out.
7. If the storm does **damage** to you the area. Depending on the damage, parents will be notified to pick up campers to avoid injury to campers, If anyone is injured send staff to phone 911 for help.

(Watch means there are storms possible of producing a tornado; Warning means a tornado has been spotted)

Site Safety & Emergency Procedures

MISSING CAMPER

FOR STAFF

IF YOU CANNOT LOCATE A CAMPER...

WE NEED YOU TO:

1. Do a quick check of the area
2. Ask other campers for information
3. Check with other staff/adults in area
4. Let an administrative group member know you are looking for a camper.
5. Check all their favorite places and other camper cabins.
6. If you do not find the camper within 10 minutes let the administrative staff know and they will help.
7. If they do not find the camper in 15 – 20 minutes they will do a fire drill and start a lost camper drill.

LOST CAMPER DRILL...

1. Your group leadership will set up a **contact person** in the office.
2. **Run a fire drill** to bring in all campers and staff to flagpole.
Ask campers for more information about missing camper.
Calm everyone and have two staff supervise campers and lead songs
3. **Organize searchers to:**
 - Check each area and building in camp.
 - Use vehicles to search north and south along M-25.
 - Cover beach area.
 - Check all trails and roads.
 - Set up lines of people to sweep through wooded areas.Searchers will:
 - Call the camper's name as they search.
 - Report in to pass along information and get their next assignment.
 - Continue to search until you hear a blast of fire alarm or a whistle.

WHEN CAMPER IS FOUND...

The camper **will be treated "gently"** and the situation will not be discussed with the camper until an administrative group person is present. The fire alarm and whistles will be sounded to call in the searchers. Campers will go on with programming.

IF CAMPER IS NOT FOUND...

Administrative staff will contact Sheriff and guardian.

Site Safety & Emergency Procedures

TORNADO EMERGENCY

Administrative Staff

CAMP DIRECTOR or Person in charge will make decisions according to information gathered on storm, group's abilities, and number in camp. We have options: 1) to continue programming and begin close storm watch, 2) move to classrooms, and 3) move to basement of church.

STAY IN CLASSROOMS

1. Calmly alert core staff
2. Send campers & counselors to classrooms/program areas
3. Plan program or snack if time
4. Review with staff procedure for BAD WEATHER DRILL:
 - Move into classrooms.
 - Use classrooms and hallways without windows or doors for campers sit facing the walls and protect heads in crouch positions.
 - Open two windows.
 - Wait for all clear or other instructions.

EVACUATE CAMP

This option will only be used if there is a very high threat and ample warning.

1. Alert core staff
2. **Call 911 for sheriff's department for help**
 - **Give: your name and that you are from Camp Sample**
 - **Located: lakeshore rd. ½ mi north of county farm road**
 - **Enter: main gate or south gate**
 - **Evacuating to house up front**
3. Take: master list & radios
4. Use runners or alarm to notify unit staff
5. Health officers bring first aid kit.
6. If time bring flashlights, things to drink and eat, fans, and activities for kids.

CORE STAFF WILL

1. Report to office for directions gathering any children on way
2. Do not search for missing campers, report to office or shelter and we will send searchers
3. Help calm campers and keep counselors informed

Site Safety & Emergency Procedures

MISSING CAMPER

Administrative Staff

LOST CAMPER DRILL: COUNSELORS CANNOT ACCOUNT FOR A CAMPER.

STEP 1.

A quick check with other staff as to the whereabouts of the missing camper shall be done. Be sure to check camper's favorite places..

STEP 2.

If camper fails to be found, Two (2) designated staff will begin the search, one (1) going south and one (1) going north.

STEP 3.

Call police office immediately to inform of name, age, appearance, and when last seen.

STEP 4.

Remaining counselors will stay at the church in case camper returns.

STEP 5.

After a reasonable time the parents will be contacted by the Director to inform them and find out if camper has called.

!!! It will be important to have younger campers in the church playing games. This will be handled by Junior Counselors and one designated staff person if needed. The rest of the camp staff can be used in the search.