

## **2018 PROTOCOL FOR ADMINISTERING MEDICATION AND BASIC FIRST AID**

### **REQUIRED FORM**

It is anticipated that there may be situations which arise during camp activities which necessitate treatment of a child for a minor injury or unanticipated physical symptoms which develop or evolve unexpectedly in the camp setting. Often times, the injury or physical symptoms can be remedied with first aid treatments or over-the-counter, non-prescription medications and do not necessitate a significant loss of camp time. These medications are referred to as a protocol medication and include but are not limited to \*Acetaminophen (for headache, fever over 101, discomfort associated with flu-like symptoms, sore throat, earache), Bacitracin (for cuts and abrasions), Bactine (for insect bites, cuts and abrasions), Hydrogen Peroxide (to cleanse cuts and abrasions), Dacriose/Normal Saline (to clean the eyes if something has gotten into them), Baking Soda/meat tenderizer packets (for insect bites), Solarcaine or equivalent (for sunburn, local treatment of minor abrasions, breaks in the skin), Aloe Gel (for sunburn), Calamine lotion (for weed rash) and sunscreen. \*Adrenaline (or Epipen or Epipen Jr.) will be available for use by the camp nurse or J staff in the event of a severe life-threatening event involving campers 3 years of age or older.

\*These medications have age restrictions for use and may only be administered by emergency medical personnel or the camp nurse or staff. See Protocol Policy. To this end, protocols or standing orders have been established with approval by Dr. Bruce Berwald, for use in the above noted situations.

- a. The Recommended Procedures for Emergency Care of Illness and Injuries published by the Missouri Department of Health will be used as the guide for treatment of sudden illness or injury at camp.
- b. Guidelines for protocol medication administration including indications for use will be used.
- c. Protocols are reviewed and modified on a yearly basis as needed.
- d. The medications/treatments included in the protocols will only be administered with written consent or phone consent from the parent/guardian.
- e. Only one dose of oral medication covered under the protocols will be given during any camp day. If symptoms are not relieved, the parent/guardian will be notified.
- f. The camp will notify the parent/guardian if oral protocol medication is to be given. It is most important that a parent/guardian notify the camp office if a medication was given to their child before camp, other than that which is taken regularly.
- g. Personnel designated by the J Day Camps Administrator to administer the medication/provide treatment following protocols will maintain documentation on each child who requires treatment or medication covered under the protocols.
- h. The parent/guardian may review the standing order and protocols that will be kept on file in the camp office by contacting the J Day Camps Administrator or designee.

Please note that a 2017 or 2018 PHYSICIAN'S STATEMENT must be on file for every camper.

The PROTOCOL FOR ADMINISTERING MEDICATION AND BASIC FIRST AID form must also be on file in the camp office. Please fill out and return to the office by May 8, 2018.

A MEDICATION CONSENT FORM is available for those campers needing prescribed medication administered at camp. (Have on file if needed).

1. A signed consent form from the parent/guardian to administer the medication as prescribed must be on file in the camp office.
2. In addition to the parent/guardian consent, one of the following must also be on file in the camp office, which includes the name of the camper, name of the drug, administration schedule, duration of administration, reason for medication, route of administration and any other specific instructions.
  - a. A Medication Consent form completed and signed by a licensed health care provider OR
  - b. A written note signed by a licensed health care provider OR
  - c. A faxed statement from the licensed health care provider.
  - d. In the event prescription medication is to be given during camp, the medication must be brought to the camp in a container appropriately labeled by a pharmacist or physician, and given to the camp nurse or director by a parent/guardian.
3. The following medication protocols will apply:
  - a. Due to the potential of an adverse reaction, the J Day Camps will not administer the first dose of any medication. Even if the camper has had the medication in the past, but this is the first dose in a series of doses, the first dose will not be given at camp.
  - b. The J Day Camp Nurse or designee will designate staff who will be responsible for the administration of medication. Those designated may not have had previous medical training.
  - c. All medication must be in the original container (example: over-the-counter medication such as is given for cold symptoms) or in a container that had been appropriately labeled by a pharmacist or physician (example: prescription medication such as an antibiotic). Since some campers take medication at home and at camp, the pharmacist can be asked to put the medication into two containers with one containing the supply for home and one for camp.
  - d. Medication containers must contain only the amount of medication necessary for the doses to be given at camp. For medication which is to be given once a day for two weeks, this generally means that 8-10 pills will be in the container depending on when the medication was started.
  - e. When medication is brought to the J Day Camp, it must be turned in to the camp Health Center office or to the day camp director at the beginning of the camp day where it will be stored in a locked cabinet if refrigeration is not required. Parents/guardians are encouraged to count the medication before delivering it to camp. No child is to have medication with them at camp unless it has been determined that the child can self-manage medications (See g).
  - f. All discontinued or unused medication must be picked up by the parent/guardian.
  - g. Consideration of self-managed medication administration by a camper will be evaluated on an individual basis following a written request by the parent/guardian to the J Day Camp administrator and a signed authorization from the prescribing health care provider.

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Specific medications have been approved for use by campers as needed during camp-related activities if parent/guardian consent is on file. These medications are available for use by designated camp staff or the Wellness Coordinator as outlined in the "Protocol for Administering Medication Policy".

I acknowledge that I have reviewed and am familiar with the Protocol for Administering Medication and Basic First Aid and consent to terms and conditions of Policy.

I realize a physician or a nurse may not be present or available during the administration of medication, and that medication may be administered by a non-medical person. Further, I indemnify and hold harmless the Jewish Community Center employees from and against all claims arising out of the implementation of the Protocol Medication Policy and administration of medication under this policy and the Medication Policy.

The J has my permission to have a physician treat my child if needed during participation in the Activity or while my child is on the property of the J. I authorize the Camp Director to use his or her judgment in arranging for any medical care for my camper which the Camp Director deems necessary. I hereby consent to any first aid, medication, medical treatment or surgery deemed necessary by the Camp Director in his or her judgment. I release the J and its agents, employees, representatives, volunteers and assigns of and from all claims for injuries or damages incurred by my child in connection with the delivery of such care in good faith. This release is also a condition of participation in the Activity. I consent that my child may be assessed and/or treated by the Wellness Coordinator or by a designated camp staff member in case of illness or injury.

I agree to pay all expenses of care administered to my child.

Camper's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**BEHAVIOR POLICY**

**REQUIRED FORM**

The J programs are designed for children to function in an atmosphere dedicated not only to individual growth but also to group cohesion. These situations sometimes stimulate various behaviors including both positive and negative peer pressures. Since our program population is a sampling of the world we live in, we deem it advisable to delineate very clearly what the J's standards and rules are and what action we will take in our role as "substitute parents" in the event that these rules are broken.

**NOT ALLOWED:**

- a. Illegal activity, including possession or use of any drug or substance.
- b. Possession or consumption of alcoholic beverages.
- c. Possession of tobacco products.
- d. Possession or sale of pornographic materials.
- e. Possession of knives or weapons of any kind.
- f. Activity detrimental to the welfare or health of others, including, but not limited to, persistent physical or verbal abuse, theft, or vandalism. The J will charge the offender for repairs or removal of graffiti.
- g. Certain items and activities at the J are not necessary or are inappropriate by J staff (i.e., violent or abuse lyrics, etc.), matches, lighters, fireworks, or incense of any kind.
- h. Unauthorized cell phones are not permitted at the J.
- i. Unauthorized animals are not permitted at the J.

Should we have reason to suspect a participant of violating any of the above rules, we respond as follows: For a, b, c, d, & e, and in cases of theft (f), we reserve the right to search the participant's possessions in their presence. If we determine a violation of the rules has occurred, we will notify the participant's parents. Violation of a, b or e will result in immediate dismissal. In the case of c, d, or f, disciplinary action may be taken after full consideration.

In regard to f, the J encourages respect of other participants and staff. Any participant who does not adhere to this philosophy will be counseled, and if necessary, disciplined by us. If such counseling and discipline does not result in cooperation and better behavior, we will consult with parents. We then reserve the right to suspend a participant from the program. This behavior may also affect future enrollment, and we do reserve the right not to allow a participant back into the program.

We also feel that a safe and successful programming experience requires adherence to a few rules and regulations regarding safety procedures. Persistent and willful disregard for these rules and regulations is considered sufficient reason for expulsion. This will not be enforced without first communicating with parents and making every effort to secure cooperation. Being a part of the J community means doing activities together. Participants are expected to join in group activities and are encouraged to participate in all program activities.

Camper's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_