

# **Camp Ocoee Infirmary Manual**

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## **Sunday**

### **Prior to gates opening (1pm)**

1. Welcome! You are welcome to arrive on Saturday prior to your session (just let B.J. know if you plan to arrive on Saturday) or by 11am on Check-in Sunday. Lunch is provided in the dining hall at 11:30am on check-in Sundays.
2. Get yourself settled in. If you brought your kids check with the office and see if you can put their stuff in their cabin now as you will be quite busy very soon.
3. On wall behind table at back of porch put up sign for "BOYS" on one side and "GIRLS" on the other.
4. You will have lists printed from the office including: Camper Master List (with cabin assignments and if we have a health form), Camper Medication List (all campers and their medications), and a Camper Food Allergies List. If these are not in the med room ask the office.
5. Lay out several clip boards with blank health forms on them with pens on the opposite table. You should find blank forms laying out on the counter waiting for you in the med room. As a side note next Saturday morning it would be nice for you to leave a stack of MAR's and health forms out of the next group of nurses. If this was not done for you there are usually blanks in the pile of paperwork in the right hand corner of the counter in the med room. As a last resort there is a binder labeled "MASTER COPIES" that you can pull one out of and make copies (please put master copy back).
6. Place Plastic totes marked "Boys" and "Girls" and place them under the sign behind the table.
7. Place two chairs behind the table for you.
8. Bring out a stack of blank MAR forms (medication check off lists)
9. Bring out a box of gallon zip-loc and quart zip-loc bags.
10. Bring 3-4 black sharpie pens and 3-4 ball point pens. Lay out 2 hole punchers and a couple of staplers.
11. Take a deep breath. You are ready.

## **Sunday Check In (1pm-2:30pm)**

1. Each nurse pick a gender to check in. For ease it will probably be best to stay with that gender throughout the week as you will begin to learn the campers' names and their meds.
2. When the parent approached you smile and greet them. Check to make sure we have a health form and insurance card (Master List provided by office). If they do not have their insurance card with them ask them to fax or email it to the office once they return home.
3. If we do not have a health form and insurance card please have them complete one prior to leaving the porch (all campers must have a health form on file in the infirmary). Be sure to let the parent know that once they complete the form to come straight to the table to turn it in. Do not get back in line.
4. When filling out the MAR see attached example. Be sure to put times and use consistent acronyms: AM Breakfast, Lunch, PM- Dinner, HS – hour of sleep, PRN
5. If the dose on the bottle does not match the dose the parent is requesting, ask the parent to provide doctors orders to change the dose.
6. When choosing a zip-loc bag using a quart is best unless the quantity dictates a gallon. Fill out the front per the example provided. Fold the MAR so the name can be seen and place in the bag with the meds.
7. After check in bring any paper health forms down to the office so we can make copies and scan them into the campers online account.
8. Bring any additions to the Food Allergy list to Chelsea in the office.

All medications including over the counter must be kept in the infirmary. This includes campers, ambassadors and staff. **CIT's are campers.** Campers' meds will be distributed by the nurses.

Staff and Ambassador medicine are kept in envelopes, and it is their responsibility to take their meds.

Camper and staff medicines should be kept separate and brought to all meals.

## **Sunday Post Check In before Dinner**

The best way to accomplish the next two tasks may be to divide and conquer. By all means if two or three cabins show up at once both nurses jump in and do lice checks otherwise I recommend one person organizing the medicines, health forms and lists while the other is doing the health and lice checks.

1. Starting at around 2:30pm cabin groups will all come for lice and health checks. During this health screening nurse should look for signs of recent illness, perform a lice check and check the overall well being of each camper. If you find a camper with lice, contact Susan and keep this camper at the infirmary. This should last for about an hour.
2. Make pill pouches (see example) for each med bag for each campers. Make one pill pouch for each meal that the child will be taking a med. Label them: Camper Name, Cabin, AM  
Lunch HS
3. Once that is done you are all set to use the system for the week to ensure all campers receive their meds at each meal.
4. Go through all supplies and over the counter meds to ensure we have plenty for the week. Make a list of needed supplies to give to Susan. We make our weekly Walmart run on Monday morning.

## **First Aid Kits**

First Aid kits are located:

- Infirmary
- Kitchen
- Climbing Wall
- High Ropes
- Paddle Pad
- Mini Bus
- Mini Van

Nurses should check first aid kits Monday and Thursday to ensure they have all needed supplies.

The first aid kits at the Climbing Wall, High Ropes, Paddle Pad, mini bus and mini van should be basic kits with triple antibiotic cream, Sting relief pads, alcohol wipes, and an assortment of Band-Aids

The first aid kit in the kitchen office should have Tylenol (adult/child), Benadryl, triple antibiotic cream, hydrocortisone cream, burn cream, alcohol wipes, gauze, and an assortment of Band-Aids,

The infirmary see the standing orders for all the supplies needed to be kept in stock.

## Pulling Meds

1. Get your bin out- Boys/Girls
2. Take four gallon zip-loc bags and label them: Boys AM, Boys-Lunch, Boys-PM, Boys-HS (same for Girls)
3. Do this each day. This will make it easy for you to tell if everyone has taken their meds at each med time and to find the campers that do not come when called. Sometimes you will need to track a camper down to give them their meds. All the tables are labeled with the cabin name. Find the counselor and let them point out the camper.
4. Keep the pill pouches. These can be used for that camper all week.
5. Once you return to the infirmary you can sign off on the MAR that the med was given and prep for the next meal.
6. Occasionally there are campers that take so many meds it is easier to take their whole bag to meals.
7. Be sure to bring the counselor meds to all meals and bedtime meds. They are responsible for their own meds. Nurse just need to keep them secure and have them available for staff.

Using this system will save you time in the dining hall and all you would need to carry to the dining hall for meals would be that meals med pouches, the PRN meds, and counselor meds.

## OLDER CAMP MEDS

1. Special note about older camp meds. Remember older camp eats breakfast at 9am instead of 8am. It is your job to let the campers and counselors get their meds as soon as they get to the dining hall. You have duties and cannot be there all morning giving meds. They are all awesome and if you let them know they will oblige you. Older Camp cabins: Osborne, Probasco, Neuhoff, Chickasaw, Cherokee, Apache
2. Also Older camp does not do night meds at 9pm with the rest of the camp. There is some question as to what actual time they bunk out each night so I have found it best to tell ALL older camp counselors the bedtime older camp med pass is at 10:45pm. The infirmary lights go out at 11:00pm sharp and I request that they respect that as we have to get up early with the little campers.

# CAMP OCOEE CAMP OUT BAG

## CAMP OUT MEDS

1. The camp out coordinator has requested that we have camp out med bags packed and ready by lunch each day.
2. Please go through and make sure there is an assortment of OTC meds for the campers. Make sure there are adult and children's in every bag as there are counselors on these trips. For the girls cabins please make sure there are feminine hygiene products packed regardless of the age of the campers (again counselors).
3. Make sure there is a zip-loc bag of lint for fire starter.
4. When packing the camper meds use large zip-loc bags marked "DINNER" and "BEDTIME" . Put pill pouches with the campers dosed meds in the appropriate bag. I do send epi pens in a bag with the campers name on it as well as rescue inhalers in bags with names. Most other PRN meds I do not send. .. use your judgment. I no longer pack breakfast meds as they ALWAYS seem to be back then I am left trying to find their bag with their meds. I just pull them and have them like normal in the dining hall.
5. With masking tape put the name of the cabin on the outside of each backpack.
6. In the morning at breakfast be sure to get back all three backpacks so that you can prepare them for the next group of cabins going out. Remember you only have until lunch to complete them.

7. There will be a rare time that you will have a refrigerated med. Talk to the counselor and coordinator about the best course of action. There are several choices here. One is to pack it separate with multiple Polar Paks in a cooler separately and take it to the Dining hall at a predetermined time to send with the cabin. Another is for the Banana Boat to deliver the med (still packed appropriately) after dinner to the campsite directly. It will be up to you as the nurse to make the final decision as to the best course of action for the particular med.

#### FORGOTTEN MED

Inevitably at some point a med will get missed. If it is a Claritin use your judgment as to how the camper will react to not getting it. If it is an important med that you feel the camper should have you need to let Chelsea S or Susan know right away as well as the camp out coordinator. Don't worry it happens to all of us. The best course of action is normally for you to have it dosed out PRIOR to going to anyone and in a pill pouch. This way you can give it immediately to the person who will be delivering it. It will probably go out on the banana boat as they normally stop at the camp sites and check on the campers anyway.

## Camp-out Bag Supply List

Claritin  
Anti-Diarrhea  
Emergen-C  
Tylenol  
Children's Tylenol  
Ibuprofen  
Children's Ibuprofen  
Benadryl  
Children's Benadryl  
Pepci  
Tums  
Cough Drops  
Triple Antibiotic Cream  
Hydrocortisone Cream  
Sting Relief Pads  
Burn Cream  
Alcohol Swabs  
Cotton Balls  
Gauze  
Ace Bandage  
SAM  
Splint  
Assortment of Band-Aids  
Toilet Paper  
Shovel  
Lint  
Lighter  
Tape  
Gloves

**-----Girls Cabins-----**  
Feminine Hygiene Products  
Midol

## **Campout Schedule - Dinnertime and Nighttime Meds**

Monday- Park, Longhouse, Probasco

Tuesday- Apache, Cherokee, Chickasaw

Wednesday- Hudson, Wright, Osborne

Thursday- McCarty, 3 Sister, Myers

### **NURSE DUTIES**

7:00am	Rise and Shine
7:50am	NURSE TO BREAKFAST
8:00am	BREAKFAST/NURSES PASS AM MEDS. (Get Campout Med Kits back from groups that have been out for the night.)
9:00am	Older Camp Breakfast (Chickasaw, Cherokee, Apache, Osborne, Probasco, Neuhoff)
9:00-12:00	First, Second, and Third Activity Period (Nurses do Cabin Inspection)(Reload Campout Med Kits for the night campouts.)
12:20pm	NURSES TO LUNCH- with Campout Bags
12:30pm	Lunch-NURSES GIVE MIDDAY MEDICINES
1:30-2:30	B.O.B.Time (Body on Bunk)
2:30-5:30	Cabin Centered Time
5:50pm	NURSES TO SUPPER
6:10pm	Supper/NURSES GIVE MEDICINES
7:30pm	Evening Program
9:15pm	Return to Cabins/NIGHTTIME MEDICATIONS GIVEN (younger camp)
11:00pm	Return to Cabins/NIGHTTIME MEDICATIONS GIVEN (Teen Camp Cabins- Cherokee, Apache, Longhouse, Park)
Midnight	LEAVE FRONT PORCH LIGHT ON ALL NIGHT

- " Every day between breakfast and lunch cabin inspections must be done. You should be able to find blank inspection forms in the right corner of the counter in the med room. If not there is a blank one in the "MASTER COPIES" binder and I have attached one on here. Keep it fun. The kids really get into it so try to spread the wealth when you can. One secret when you are pressed for time is for one nurse to do cabin inspections while the other one can do camp out meds and check camp out bags.
  
- " Every day between breakfast and lunch campout meds must be pulled and campout backpacks must be restocked. See above for idea.
  
- " Keep ice and water in the coolers on the porch. This will be YOUR best friend. Dehydrated campers are no fun to deal with and none of these kids now a day are used to playing in this heat and none of them drink enough! Remember to check them every two hours morning and afternoon.
  
- " A few tips for when to pull meds on my system... At night between 9pm and 11pm while waiting for teen camp you can put away all of your empty PM and HS pouches (that are not teen camp of course) and do the MAR. You can also pull all your AM meds. You will find this whole process will only take about 20 min once you do it a time or two.
  
- " In the morning you will get back from teen breakfast around 9:30 with ice.  
Fill the coolers right away because the younger kids are already out playing and thirsty. Put up your pill pouches from AM and chart. It will be about 10:00.
  
- " Do cabins and campout bags. It's now 11:00
  
- " Pull *LUNCH* *PM* and *HS* and put them in their respective bags. It's now 12:00

- " Time to head to lunch. You need to arrive to all meal at least 10 minutes early. This means:

Breakfast: 7:50

Lunch: 12:20

Dinner: 5:50

- " Remember to combine any left over ice and take one cooler over to get it refilled. The kitchen will also wash them if you ask them. I usually washed them in the morning when I had them both there at the same time.
- " You have had a busy morning but now all you have to do is handle any emergencies and pass a few meds and chart what you gave. You have all afternoon and evening to enjoy camp and all it has to offer! Please don't forget your radio.
- " When I would go out and about I would carry a small backpack with minor supplies and band aids to handle "minor emergencies on the spot" I am sure there are one or two still in the med room. Go through one and set it up to your liking and carry it with you.
- " Keep an eye on your radio. There is nothing worse than it dying and being needed and someone not being able to get a hold of you. When putting batteries in the charges you MUST have four batteries in the charger or the odd battery will not charge.
- " You are responsible for keeping the ear drops full at the dining hall. The formula to make them is on the cabinet door in the med room but it is really simple. 50% hydrogen peroxide and 50% alcohol. A refill bottle is kept at the dining hall for you to refill the droppers in the front corner of the dining hall where the mail slots are. If you are unsure where this is just ask any staff and they will gladly show you. The tops to the dropper bottles just pop off to refill. We keep a second refill bottle in the med room in the upper cabinet so that you can just take and exchange the one in the dining hall when it gets low or empty.

# End of Week Preparations

## Friday

1. Get stay over list from Office (if this is not last week of course).
2. Pull meds for stayover (Sat. Lunch, Dinner and bedtime, Sunday Breakfast and Lunch). It is a good idea to make a list of the campers and when they take meds for the stayover staff.
3. Put meds in campout bag for Program Staff Stayover lead to pick up
4. Clean the Infirmary so it is ready for the next session
5. Check Campout bag and replace items as needed

# Saturday

1. Pull Stayover meds for the weekend. Lunch, PM, HS, AM and Lunch meds for stayovers. Use a campout backpack to give to the lead staff in charge of stayover.

Make gallon zip-Joe bags labeled

- Ⓢ Saturday Lunch
- e Saturday Dinner
- e Saturday Bedtime
- Ⓢ Sunday Breakfast
- Ⓢ Sunday Lunch

This time you will do the med pull a little different. Take each CAMPER'S med bag one at a time and dose the entire weekend before moving on to the next. Use a separate pill pouch with the campers name on it for each meal (there will be no cabin name written on it). Do this for each camper then place the bags with the bottles in a tote marked "Stay Over Meds". The idea behind this is the stay over coordinator can just grab the zip-loc bag he needs for each meal. Of course he/she will have access to PRN meds or rescue meds but overall this should make things go a bit quicker for him/her.

1. Pull all stay over MAR's and make copies. Put the copies back in the zip-Joe bags so the stay over coordinator and next weeks nurses will have a reference. Set original MAR' s aside.
2. Pull all remaining MAR' s. Place them with the health forms (including the originals from the stay over meds). They do not need to be in any order.

Cabin	Neuhof	Probasc	Osborne	Wright	Jabez	Wiggins	Hudson	McCarty	3 Sisters	Myers	Sequoia	Chick	Cherokee	Apache
Outside Cabin area dean of trash														
Porches swept and clean														
Floor swept, clean of clothing, towels, etc.														
Beds Made														
Trash cans in cabin and bathroom not over flowing														
Bathroom swept and clean														
Towels on towel racks/Bed rails neat and tidy														
Counselor area neat and Tidy														
Lights and Fans Off														
Total Score														

- 1- Off Track- Unacceptable
- 2- Falling Behind- Less than expected, but effort was made
- 3- Right on track- clean as expected
- 4- leading the Way- Exceptional

### **Taking a Camper off camp for Health Care:**

- A. Make sure **B.J./Chelsea/and Susan** have been notified that you and the camper are leaving the property. **No one leaves the property without permission at any time at any time.**
- B. Make sure you have another staff member/ambassador to maintain the group of 3. Preferably the same sex as the camper and from their cabin if at all possible.
- C. Check with **Susan** to ensure the parents have been called prior to leaving camp. **No one leaves camp without the parents' permission to take the camper.**
- D. The office will print the health form and insurance card to take with the camper
- E. Check with the **Susan** the best number to follow-up with the parent from the doctor's office. Try to have the **Dr or Nurse** call the parent with you present to explain the reason for visit and follow up. Call **Susan** at office 423-338-5588 or 704-776-2688 to report what was told to parents. As you leave the doctor's office have the camper call the parent to comfort their worries if they have not already spoken with them.
- F. Get a P-Card for use for meals or prescriptions. (You must return with receipts for every purchase)
- G. Check with the **Susan** on the best place to take the camper for care or if you are meeting parents.
- H. Once at the doctor's office complete the paperwork using the information from the camper's health form. **Do not include or give any of your personal information.** If they need a co-pay have them call the parent to receive payment, if the parent is not available use the P-Card and turn the receipt in once you return to **Susan**.
- I. At the doctor's office/or hospital **both staff members** need to be in the room with the camper if the rules of the facility will allow. Due to COVID, most medical facilities will only allow 1 guardian to enter the building– do the best you can to keep the door open when medical staff are not present.
- J. If you leave with a prescription for the camper, fill this prior to arriving back at camp.
- K. If you missed a meal, use the P Card to get food and bring the itemized receipt back to Susan.
- L. Get gas in the van if the tank is less than ½ tank using the P Card and bring the receipt to Susan.
- M. Once back at camp make sure you give all paperwork and receipts to Susan.

### **HOSPITAL/EMERGENCY FACILITIES**

**Erlanger East Hospital-** 423-680-8000- 1751 Gunbarrel Rd, Chattanooga, TN  
24 Hours a day

**Children's Hospital Erlanger-** 423-778-6011- 910 Blackford St., Chattanooga, TN  
24 Hours a day

**AFC Urgent Care-** 423-458-1426 – 170 Mouse Creek Rd NW, Cleveland M-F 8am-8pm  
S-S 8am-5pm

**Erlanger Express Care-** 423-331-5200- 4312 Holiday Inn Express Way NW, Cleveland, TN- M-TR 8am-8pm F 8am-6pm S-S 9am-4pm

**If you are given a prescription** or the Dr calls in a prescription, please pick it up on the way back to camp. You will need the camper's insurance card and have to call parent for the co-pay. If you cannot reach the parent, use the P Card and be sure to keep the receipt.

### **If you are in Cleveland or Ocoee:**

**Cooke's Pharmacy** – 116 Whitewater Dr, Ocoee, TN 423-216-0050  
Mon – Sat 9 am–7 pm

**CVS** – 24 Hour – 2424 North Ocoee St, Cleveland 423-473-7874

### **If you are in Chattanooga at Erlanger after Cooke's closes:**

**CVS** – 24 Hour – 1816 Gunbarrel RD, Chattanooga TN 423-954-9063

**Taking a Staff Member off camp for Workers Comp Care:**

- A. Make sure **B.J./Chelsea/and Susan** have been notified that you and the counselor are leaving the property. **No one leaves the property without permission at any time.**
  - B. A Workers Comp form has to filled out from a computer in the office. Complete First report of Injury. It is on the desktop of every office computer. Fill in all available boxes.
  - C. Get a P-Card for use for meals or gas if needed. Bring all receipts back to Susan.
  - D. Make a copy of the completed packet before you leave the office.
  - E. **B.J. or Chelsea** will email this packet to the Metro office.
  - F. **You must go to one of the offices listed on the form or to the emergency room (other offices preferred over emergency room)**
  - G. Once you arrive use the information in the packet to complete the office paperwork. **Do not provide or give any of your personal information.**
  - H. Make sure to have the doctor/nurse complete and return to you the Employee Referral for Medical Treatment page. The staff member will not be able to return to work without this form stating they can return to work.
  - I. If given a prescription use the **First Fill form** to get that from an approved provider.
  - J. **Get gas in the van if the tank is less than ½ tank** using the P Card and bring the receipt to Susan.
  - K. Go the **pharmacy before** you return to camp.
  - L. Once you return to camp make sure you turn in all paperwork regarding the staff member to **Chelsea S.** and have them turn in any prescriptions to the **nurses.**
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