

# CAMP OCOEE INFIRMARY MANUAL

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# Sunday Prior to Check In

Prior to gates Opening (1pm)

1. Welcome! You are welcome to arrive on Saturday prior to your session. (Let BJ know if you do plan to arrive on Saturday) or plan to be here by 11am on Sunday for Check-In. Lunch is provided in the dining hall at 11:30am on Check-In Sundays.
2. You probably noticed a lot of things on the tables on the porch. That is lost and found from the prior week. In the back camper bunk room is our lost and found from previous weeks and prior years. There is probably a bunk with miscellaneous lost and found on it. It should be clean and ready to be integrated into the rest of lost and found. This "pile" is from last week. It is kept separate for a week in case a parent calls looking for something (this is also the first place to look if the lead staff asks you to look for something in lost and found). After putting away last weeks lost and found you will need to bring in the lost and found from the porch. If it can be washed (towels, blankets, clothes, sleeping bags etc.) please wash it before placing it on the bunk for the next week. Please make sure everything is brought in off the porch before check in.
3. Get yourself settled in. If you brought your kids, check with lead staff and see if you can put their stuff in their cabin now as you will be quite busy very soon.
4. On the wall behind table at the back of the porch, put up signs for "BOYS" on one side and "GIRLS" on the other.
5. The completed health forms are now online. There will be a separate computer in the Med room to access these. (See separate section on Logging into and accessing health forms)
6. You will be given a list of campers who have completed online health forms, and those that are still missing. You will need a few hard copy blank forms ready so the parents with missing forms are able to fill one out. 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 from to make copies (please put the master copy back in the book).

7. Place the plastic totes marked “BOYS” and “GIRLS” under the sign behind the table on the porch.
8. Place two chairs behind the table for each of you.
9. Bring out a box each of gallon size zip-loc and quart zip-loc bags.
10. Bring 3 – 4 black Sharpie markers and 3 – 4 ball point pens.
11. Take a deep breath! You are ready.

Prior to gates Opening (con’t)

\*\*\*If you arrive early, there should be a “Camper Medication List” printed out in the MED Room. You can use this to pre-fill out the MARs. To fill out the MAR, see the attached example. Be sure to put times and use consistent acronyms: AM(Breakfast), Lunch, PM (Dinner), HS (Bedtime/Hour of Sleep). You will not have allergies now as this information is now online.

There is now a printed out MAR you will have with all the campers on it. I do not, however, recommend using it for several reasons.

1. There is little to no room for notes.
2. Multiple children are on each page.
3. There will be MANY medication additions and deletions that hampers the use of this form.
4. For consistency it is easier to have all MARs the same.

\*\*\**You can also Pre-Fill out the Ziploc Bags as follows:*

1. Put campers name in the middle of the bag.
2. In top left corner put the campers cabin.
3. In the top right corner put the times the camper gets meds (AM, PM etc)

*To fill out the Ziploc bags, using a quart size is best unless the quantities dictates a gallon. Fill out the front per the example provided. Fold the MAR so the camper name can be seen and place in the bag with the meds.*



# Computer Login and Health Form Access

- There will be a computer located in the med room on the counter. You will login under:

Username: Camp Store

Password: (located on white sticker next to mousepad)

Once signed in:

- Open google chrome.
- Under the header bar there will be an icon labeled "login | CampBrain".
- Open
- Lead staff will give you a Username and Password, login.
- In the upper left side of the page, next to where it says "YMCA Camp Ocoee" there will be a dropdown box marked "conference center". Change to "Camp".
- You can now use the search box in the top right corner to find a specific camper or browse under each specific Ranger session. You are able to use first or last name.
- Once you have found the camper you are looking for, click on "view registration". This is the main screen where you will find the Health History (formerly called the "Health Form" and copies of the insurance cards.
- Then on the right side of the screen you will find "Health History" under the forms tab. To open/view click on the magnifying glass.
- On the upper right portion of the home page screen you will see you are under "registration". You can also access a shortcut to the basic medical information on the camper by clicking over to "Medical". This is also the screen from which you will document any visits to the infirmary, meds given, illnesses, treatments performed. To enter this information, you will see the campers name on the left side of the Medical screen. In the same box as his name you will see a link "Health Center". Click on link. From there click on "+Add a visit" and fill out the online form.

## Computer Login and Health form Access (cont')

- To Access from another computer, go to:  
[YMCAcampocoee.loginbrainoffice.com](http://YMCAcampocoee.loginbrainoffice.com)



# Sunday Check In

Check In (1pm-2:30pm)

1. Each nurse picks a gender to check in. For ease it will probably be best to stay with that gender through the week as you will begin to learn the campers' names and their meds.
2. When the parent approaches, smile and greet them. Check to make sure we have a health form and insurance card on "camper check-in sheet".
3. It is easiest to make a list of campers MISSING the forms, as it will only be a handful, rather than flipping through multiple pages of the "camper check-in sheet" for every camper. OR you can highlight the campers on the sheet with missing health forms.
4. 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 online or 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.
5. If you have not already filled out the MAR, see the attached example. Be sure to put times and use consistent acronyms: AM (Breakfast), Lunch, PM (Dinner), HS (Bedtime /Hour of Sleep), PRN. You will not have allergies listed now, as this information is now online.
6. Verify the medication dosage on the bottle. If it does not match the dose the parent is requesting, change the bottle in front of the parent. This is in case the other nurse has to dose this med in your absence.
7. If you have not already filled out the zip-loc bags, begin filling out a bag for each camper (see Prior to Check In for instructions). A quart bag is best unless the quantity of meds 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. Be sure to include on the MAR any special instructions. For example if the parent states it is OK for the camper to refuse a specific medication.



# Sunday

## Post Check In before Dinner

1. Starting around 2:30pm, cabin groups will all come to the porch for lice and health checks. This should last for about an hour.
2. Make pill pouches (see example) for each med bag for each camper. Make one pill pouch for each meal that the child will be taking a med. Label them: Camper Name and Cabin.
3. Once that is finished, you are all set to use the system for the week to ensure all campers receive their meds at each meal.
4. Pull your Sunday PM and Sunday HS meds at this time. If you are short on time you can pull HS meds after dinner.
5. Go through all supplies and over the counter meds to ensure there is plenty for the week. Make a list of needed supplies to give to a member of Lead staff. The camp makes their weekly Walmart run on Monday morning.



# DAILY DUTIES

- 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 there is one attached on here. Keep the inspections 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 pull 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 ideas.
- Do cabins and campout bags. It's now 11AM.
- Pull LUNCH, PM and HS meds and put them in their respective bags. It's now Noon and time to head to the dining hall for lunch. You need to arrive to all meals at least 10 minutes early. This means:
  - BREAKFAST: 7:50am
  - LUNCH: 12:20pm
  - DINNER: 5:50pm
- You have had a busy morning, but now all you have to do is handle any emergencies, pass a few meds and chart online what you gave. You have all afternoon and evening to enjoy camp and all it has to offer! Please don't forget to take your radio.
- When you go out and about, carry a small backpack with minor supplies and band aids to handle “Minor Emergencies on the Spot”. There should be a couple of backpacks (NOT campout backpacks) 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 someone not being able to get a hold of you when you are needed.
- You are responsible for keeping the ear drops full at the dining hall. The formula to make the drops is one the cabinet door in the med room, but it is simple. 50% white vinegar and 50% alcohol. A refill bottle is kept for you to refill the droppers in the front corner of the dining hall where the mail slots are near the girl's restroom. If you are unsure as to where the refill

bottle is, ask a lead staff member and they should be able to show you.

The tops to the dropper bottles just pop off to refill. There is 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. If either refill bottle is missing Just use an alcohol bottle for a new one. JUST BE SURE TO MARK IT EAR DROPS.

- Please keep at least FOUR ice packs in the freezer at all times. To make the ice packs: Put THREE parts water to ONE-part Alcohol into a Quart size ziplock bag ( 1 ½ cups water- ½ cup alcohol). Seal this bag inside a second quart size bag to prevent leaks. Allow to freeze overnight.
- .....

- A tip for when to pull meds on this 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 of your AM meds. You will find this whole process will only take about 20 minutes or so once you do it a time or two. This will keep you from having to pull meds early in the morning.

## Pulling Meds

1. Get your bin out – Boys/Girls
2. Take four gallon size zip-lock bags and label them: Boys AM, Boys Lunch, Boys PM, Boys HS (Same for Girls)
3. Pull out all of the campers Ziplock bags that have meds for the pass you are pulling (you can do this quickly by looking in the top right corner of the bag where you wrote AM, LUNCH, PM, HS, PRN). Now pull the individual pills for that pass, put them into the pill pouch with the campers' name on it and drop it into the large zip-lock that is labeled for that med pass.
4. 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.
5. Keep the pill pouches. These can be used for that camper for the entire week.
6. Once you return to the infirmary, you can sign off on the MAR that the med was given, return the pill pouch to the campers med bag so you will have it for the next med pull you do.
7. Occasionally there are campers that take so many meds that it is easier to take their whole bag to meals.
8. Be sure to bring the counselor med bin to all meals. They are responsible for their own meds. The nurses just need to keep them secure and have them available for the staff.
9. CIT meds are to be treated as camper meds.

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 the MED pouches for that Meal, the PRN meds and the counselor meds.

## TEEN CAMP MEDS

- Special note about teen camp meds. Remember teen camp eats breakfast at 9am instead of 8am. It is your job to have 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.
- Also, Teen camp does not do nighttime meds at 9pm with the rest of camp. There is some question as to what time they actually bunk out each night so it is best to tell ALL teen camp counselors that the bedtime teen camp med pass is at 10:45pm. The infirmary lights go out at 11pm sharp and we request that they respect that, as we have to get up early with the little campers.



# CAMP OCOEE CAMP OUT BAGS

## 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. (See "Camp out bag supply list"). 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 (counselors).
3. Make sure there is a zip-lock bag of lint for the fire starter.
4. When packing the camper meds, use large zip-lock bags marked "Dinner" and "Bedtime". Put pill pouches with the campers dosed meds in the appropriate bag. I do send epi pens and rescue inhalers in a bag 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 before breakfast and then I am left trying to find their bag with the AM meds. I just pull the AM meds and have them like normal in the dining hall.
5. Use masking tape, label the outside of each backpack with the name of the cabin going on the campout.
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 Packs in a cooler and take it to the dining hall at a pre-determined 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.

## Camp out Meds (cont.)

### FORGOTTEN MEDS

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 someone on Lead Staff 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 in a pill pouch PRIOR to going to anyone. 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

Zyrtec  
Children's Zyrtec  
Anti-diarrhea  
Tylenol  
Children's Tylenol  
Ibuprofen  
Children's Ibuprofen  
Benadryl  
Children's Benadryl  
Tums  
Cough Drops  
Triple Antibiotic Cream  
Hydrocortisone Cream  
Sting Relief Pads  
Alcohol Swabs  
Cotton Balls  
Gauze  
Ace Bandage  
SAM  
Splint  
Assortment of Band-aids  
Toilet Paper  
Shovel  
Lint  
Tape  
Gloves

## \*\*\*\*\*GIRLS CABINS\*\*\*\*\*

Feminine Hygiene Products  
Midol



# Sending Camper off Campus

If it becomes necessary to send a camper or CIT off campus. You will have two basic choices regarding transportation:

1. NOT EMERGENT the preferred way is to have a member of lead staff transport the camper in a camp vehicle to the appropriate destination.
2. EMERGENT: call 911 for EMS.

As far as destinations go you have several choices:

3. The local urgent care for many of the basic needs, sick infections etc.
4. Erlanger east ER: quicker and closer than childrens and can handle 95% of what quick care can't.
5. In RARE cases you have the option of Children at Erlanger if warranted.

In any event leading to sending a camper out, this is what you need to do:

1. Treat the camper to the limit/ability you are able at the infirmary level.
2. Get the full name of the camper.
3. IMMEDIATELY notify the lead staff of who the camper is, what route you want to send the camper to and where they need to go.
4. The lead staff will print out the health form to send with the camper.
5. Give thorough report on handoff (if you are giving this to the lead staff it is a good idea to write down your report. Remember they are not medical and this will keep something from being omitted or misunderstood.)
6. This step is optional but you may choose to call ahead and give a report over the phone to the destination.



# END of WEEK

1. On Friday pull stayover meds for the campers that will remain on campus between sessions. You will need to pull:

Saturday:      Lunch  
                     Dinner (PM)  
                     Bedtime (HS)

Sunday:         Breakfast (AM)

- Use a campout backpack (properly stocked) to hold the meds and give to a lead staff member working the weekend.
  - This time you will pull meds a little different. Take gallon ziplock bags and label one for each of the above med passes. Label them in plain English as these counselors will not know medical abbreviations. Take each campers ziplock med bag and dose the entire weekend and place into the appropriate med pass ziplock before moving on to the next.
  - Place med ziplock bags in a plastic bin in the med room labeled "Stayover Meds" for all of the campers staying. Make sure lead staff knows the location so they can access PRN meds as needed. Make copy of the MAR. The completed one from this week will be placed in the weekly folder with all the other MARs while the other copy will be left in the ziplock med bag with the meds remaining for the following week.
2. Pull all remaining MARs from all of the ziplock med bags. Place them in the weekly folder. It is NOT necessary to place them in any particular order.





# EAR DROPS

50% Vinegar

50% Rubbing Alcohol

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2 TBLS of Domo Boro

1 cup Water

1 cup Vinegar

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Dr. Matt's Special

## ICE PACKS

3 PARTS WATER

1 PART ALCOHOL

(PUT IN A QUART SIZE ZIPLOCK BAG. SEAL THE BAG INSIDE A SECOND QUART SIZE ZIPLOCK BAG  
TO PREVENT LEAKS. ALLOW TO FREEZE OVERNIGHT)

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