

# **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 lead staff 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. Set up printer/copier and have plenty of blank paper to make copies of insurance cards on same table. If it tries to align print cartridge just hit cancel. This will allow you to continue to use it.
5. The completed health forms will either be on the counter in the med room, on the table in the day room (where the couches are) or downstairs in the office. Get these.
6. Separate boys and girls health forms and hole punch them placing them in the appropriate binder behind the appropriate tab. To save time I have never found it necessary to place them alphabetically in each letter tab (for example as long as all the B's are in the "B" tab I don't alphabetize the B's).
7. 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).
8. Place Plastic totes marked "Boys" and "Girls" and place them under the sign behind the table.

9. Place two chairs behind the table for you.
10. Bring out a stack of blank MAR forms (medication check off lists)
11. Bring out a box of gallon zip-loc and quart zip-loc bags.
12. bring 3-4 black sharpie pens and 3-4 ball point pens. Lay out 2 hole punchers and a couple of staplers.
13. Fill BOTH water coolers with ice from dining hall (and water). Put out cone cups only today for guests and parents. After today campers and staff should be able to use water bottles to get water from coolers. (Don't forget to keep a close eye on water and ice in coolers the campers will go through a LOT of it and that is a good thing in this heat).
14. Water level needs to be checked EVERY two hours or more!
15. 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, change the bottle in front of the parent. This is in case the other nurse has to dose this med while you are not present.
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. Hole punch health form/insurance card if you just received it or if it is already in the book you are done.

# EXAMPLE

Medication Record								
Name: Camper Name		Cabin: Cabin Name		Allergies: Drug Allergies				
Scheduled Medications								
Medication (Name, dose, route, frequency)	Date	S	M	T	W	R	F	S
	Hour							
Requip	AM	←						
	PM	←						
Epi-Pen								
	PRN	←						

Initial each Box when you Give

Initials:	Care Provider Signature & Title:
your initials	Your Signature
Initials:	Care Provider Signature & Title:

Initials:	Care Provider Signature & Title:
Initials:	Care Provider Signature & Title:

# QUART or Gallon Zip-Loc

Cabin Name	Time Meds are given
Camper Name	AM Lunch PM HS PRN
	Only write the times Meds are To Be given Not all times

## Pill Pouch

Camper Name Cabin
-------------------------

For Inhalers  
or Flonase etc  
Use sandwich  
Bags

## **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 doing the food allergy list while the other does the lice checks but which ever works best for you as they both must be done by 4:00.

1. Starting at around 2:30pm cabin groups will all come for lice and health checks. This should last for about an hour.
2. Please check the health forms for food allergies. Complete the Food allergy form and get it to the dining hall by 4pm. This is a double check to ensure we have appropriate foods for all campers.
3. 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
4. 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.
5. 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.





## 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. Sometime 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.

## TEEN CAMP MEDS

1. Special note about teen camp meds. Remember teen 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.
2. Also Teen 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 teen camp counselors the bedtime teen 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, Probasco, Apache

Tuesday- Cherokee, Longhouse, Chickasaw

Wednesday- McCarty, Hudson, Wright

Thursday- Osborne, 3 Sisters, 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	Teen Camp Breakfast (Usually Cherokee, Apache, Longhouse, Park Cabins)
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 charger 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 all the health forms for the stay over campers. Set aside.
3. Pull all of the remaining Health forms keeping them in alphabetical/gender order. Place a blank paper on top and mark them with the session number and put them in a folder if you have one, if not place a rubber band around them and put them in the right corner of the med room counter (if not RI there should already be a stack started). If you need a form for the next 24 hours you can access it from here but having it done now will save you time Sat A.M.
4. Take the stay over Health forms and place them back in the binders in their respective slots. This way the stay over coordinator and next weeks nurses will have them available.
5. Obtain next week's health forms from the office (if this is not last week of course).
6. Staple insurance cards to the health forms. Hole punch the forms and place in the books like you did on Sunday, by gender and alphabetically by last name.



# 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.
3. You do not have to but it is nice to Jay out the printer, hole punches, staplers, paperwork, clipboards, forms etc on the counter before leaving for next weeks nurses (even RS can do this, I am sure RI would appreciate it)

Cabin	Park	Lough	Probasco	Osborne	Wright	Hudson	McCarty	3 Sisters	Myers	Chick	Cherok	Apache
Outside Cabin area clean 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												

Each area is worth points, Judges will award 1-4 points based on the criteria listed below.  
High Score is 36, 20 or below needs to be pointed out to a director

- 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- Exceptionally Clean

Cabin	Park	Lough	Probasco	Osborne	Wright	Hudson	McCarty	3 Sisters	Myers	Chick	Cherok	Apache
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- 1- Off Track- Unacceptable
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- 4- Leading the Way- Exceptionally Clean
- 3- Right on track- clean as expected
- 4- Leading the Way- Exceptionally Clean

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

- A. Make sure B.J. and/or Chelsea S have been notified that you and the camper are leaving the property. **No one leaves the property without B.J.'s or Chelsea's permission 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.
- C. Check with the Nurses to ensure the parents have been called, if the weekend or nurses are not available parents must be notified prior to leaving camp. **No one leaves camp without the parents' permission to take the camper.**
- D. Make a **copy** of the campers health form including their health insurance card to take with you to the doctor office.
- E. Double check with the nurses the best number to follow-up with the parent from the doctor's office.
- F. Get a P-Card for use for meals or prescriptions. (You must return with receipts for purchases)
- G. Check with the nurse on the best place to take the camper for care. Is it an emergency room visit or can the urgent care handle the injury/illness.
- H. Once at the doctor's office complete the paperwork using the information from the campers 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 the office.
- I. At the doctor's office both staff members need to be in the room with the camper so you can observe and report any information back to camp and with the parent.
- J. As you leave the doctor's office make sure you have communicated with the parent. If possible have the camper call the parent to comfort their worries.
- K. If you leave with a prescription for the camper, fill this prior to arriving back at camp.
- L. Once back at camp make sure you give all paperwork to the nurses and any receipts to the office.

## **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

**Bradley-Polk Walkin Clinic**- 423-299-9435- 119 Whitewater Drive, Ocoee M-F  
8:00am-7pm S-S 8am-3pm

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

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**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.

### **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 additional Care:**

- A. Contact B.J. and/or Chelsea S to make them aware of the injury to the staff member.
- B. Get a Workers Comp packet from the office.
- C. Complete the entire packet using the check list on the first page to ensure all pages are filled out completely.
- D. Make a copy of the completed packet to leave at the office.
- E. B.J. or Chelsea will fax 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 office 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. Once you return to camp make sure you turn in all paperwork regarding the staff member to Chelsea S.