

PARK RIVER

· BIBLE · CAMP ·

Health Care Policy

Reviewed & Revised
August, 2014

I. PRBC Health Care Policies

- a. The Park River Bible Camp Health Care Policy is reviewed at least once every three years by a licensed physician or registered nurse. Any necessary changes can be made as needed.
- b. PRBC's Standing Orders will be updated by our Health Care staff and camp physician each year before the summer camp session begins. Standing Orders will be available for public viewing on the camp website.

II. Composition of the Health Care Staff

- a. Health Care staff is composed of:
 - i. A Registered Nurse acting as the head of the Health Care staff.
 - ii. Medics serve as primary assistants to the R.N.
- b. Requirements for other PRBC Staff
 - i. Aquatics Director and Lifeguards are certified as lifeguards by the Red Cross and are AHA Healthcare Providers.
 - ii. All PRBC staff have Heartsaver CPR and AED certification.

III. Off-site Camp Physician – Dr. Midgarden

- a. Dr. Midgarden serves as PRBC's licensed physician contact. She will be notified of any major injuries or health care changes including all decisions related to campers and staff. Her office is located at Midgarden Family Clinic in Park River, ND (approximately 7 miles east of the PRBC facility.) There is a physician on call in Park River at First Care Health Center at all times.

IV. Health Care Supplies

- a. All supplies are located in the First Aid Station at the front of the Retreat Center except for First Aid Kits distributed around the camp facility and in camp vehicles.
- b. The First Aid Station has stored pharmacy items in a cabinet under lock and key. Our First Aid Station is also locked when not occupied by Health Care staff.

- c. With the exception of inhalers and epi-pens (left in the hands of campers/staff), all camper medications are stored in the First Aid Station. For off-site day trips, medications are to accompany a Health Care staff member who has been properly instructed on the administration and storage by a licensed medical professional.
- d. Medications for camp staff are to be stored either in the First Aid Station or in a personal and locked space.
- e. The First Aid Station has supplies for first aid and per Standing Orders, First Aid Kits, blood pressure monitoring equipment, desk, four beds, locked cabinets, a refrigerator, and laundry facilities.

V. Available Hospital Facility

- a. First Care Health Center in Park River, staffed by Dr. Joel Johnson and Dr. Mandi Johnson serves as PRBC's primary emergency facility.
- b. Park River Volunteer Ambulance Service serves as PRBC's emergency services.
- c. A physician is on call at First Care Health Center at all times.

VI. Policies Concerning Written Health Records for Campers/Staff

- a. Campers must complete Camp Health History Form as part of the registration process.
- b. PRBC staff must complete a Health History Form and Physical Exam Form yearly.
- c. Records for points "a" and "b" are retained for a minimum of 10 years.
- d. A Health/Medical log is kept in a bound book kept in the First Aid Station.

VII. Procedures for Camper Health Screening

- a. Health screenings for campers are performed by the Health Care staff with an R.N. readily available for consultation. Only those who are R.N.'s may be referred to as nurses. All other Health Care staff are referred to as medics. Signs shall be posted for personnel during registration indicating their designation as a nurse or medic.

- b. Health screenings consist of reviewing the Health History Form and an interview of the camper. During the screenings medications are transferred from the camper to the Health Care staff.
- c. Health Care staff are responsible for communicating significant information such as allergies or other health concerns to the appropriate counselors, cooks, program staff. Information is limited to those deemed appropriate so to protect privacy as much as possible.

VIII. First Aid

- a. First aid is administered by those certified in standard First Aid when necessary, but care should be directed to the Health Care staff.
- b. Supplies are located in the First Aid Station. First Aid kits are located in Oasis for use at the High Ropes Course and Climbing Tower. Kits are also available at the Dining Hall, Shop, all camp passenger vehicles, and with on-duty lifeguards.
- c. All first aid given is to be recorded in the health/medical log book, including first aid administered while away from the First Aid Station.
- d. All first aid is administered as per PRBC's Standing Orders.

IX. Emergency Medical Care

- a. Emergency medical care is to be administered by trained PRBC staff until licensed medical professionals arrive on scene (i.e. R.N., physician, paramedics, EMTs, First Responders) as per PRBC Standing Orders.
- b. Ambulance services are available through Park River Volunteer Ambulance Service. Phone number is 911.
- c. Life Flight service is available through Sanford Medical Center Fargo, ND.
- d. PRBC Head of Health Care Staff will review emergency procedures with other staff members during staff training week.
- e. The Health History Form (contains release and insurance information) is to accompany a person off-site for camp-wide day trips and when a camper is being taken to a health care facility for any reason.

- f. Parents/Guardians should be notified after the person is stabilized or after the person's care is transferred to the appropriate staff at the hospital/LifeFlight.
- g. All documentation is to be completed by the attending Health Care staff member within 24 hours, including health/medical log.

X. Non-Emergency Medical Care

- a. Daily medical care is to be administered by a licensed medical profession while on site.
- b. Care is to be documented in the health/medical log book.
- c. Care is to be followed per PRBC's Standing Orders.
- d. Medications are to be dispensed by the Health Care staff as instructed by the Health Care Head and per directions.
- e. Records of health/medical care are to be reported to parents/guardians upon request.

XI. Routine Health Care

- a. Health Care staff are responsible for routine health care of the campers.
- b. Camp Counselors should help remind campers to receive medications and assist Health Care staff in whatever way possible, however the burden of responsibility for medications falls to the Health Care staff.
- c. Campers are responsible for routine health care in the sense of personal hygiene, notifying staff of illness/injury, and reminding staff of medications.
- d. Routine Health Care includes first aid, administering medication, following Standing Orders, seeing to personal hygiene, and other prevention/promotion health care practices.
- e. Camp staff and Health Care staff are encouraged to monitor personal hygiene and other items listed in point "c".
- f. Daily medications brought from home are to be administered by Health Care staff.

XII. Supervision of Overall Camp Practices

- a. Sanitation facilities/practices – Director and Maintenance Crew
- b. Food service facilities/staff – Head Cook
- c. Grounds – Maintenance Crew
- d. Living Accommodations – Director and Program Director

XIII. Emergency Communications

- a. A Health Care staff member is always on duty and carries a cell phone. The phone number is posted by every phone on camp. Staff will be ready to give the Health Care staff member information and location of the medically distressed person. The Health Care staff member will make any final decisions for more medical attention.
- b. Emergency contact phone numbers of parents/guardians are kept on file with the Health History Forms of each camper in the office and First Aid Station. Contact is made by phone as deemed necessary on an individual basis; at any time a camper needs emergency services. Attempt will be made to call as soon as possible after primary health care needs of the camper are met. This is done by a Health Care staff member, the Director of Ministries, or another designated person.
- c. Communication to the Parent/Guardian
 - i. Emergencies – Staff will arrange emergency care and call parent as soon as possible afterwards.
 - ii. Urgent Situations – Staff will attempt to call parent first then administer care as needed. (Parent will be consulted in the process.)
 - iii. Cuts, scrapes, bruises – Staff will administer minor care and then attempt to notify parents within 48 hours of care given.
 - iv. Homesickness – PRBC Staff
 - 1. Attempt to comfort the homesick camper.
 - 2. If unsuccessful, call parent (away from the presence of the camper) to discuss.

3. Invite camper to call parent only after the staff member has 1st described procedures already taken to work with the camper.

(Licensed Physician - Reviewer)

(Date)

(PRBC Health Care Head Staff)

(Date)

(PRBC Director of Ministries)

(Date)