

# **WILLERUP BIBLE CAMP**

**Visitor Guidelines for:**

**HEALTH SERVICES**

**HEALTH HISTORY**

**HEALTH CARE**

**MEDICATIONS**

**HEALTH AND TREATMENT RECORDSD**

**SAFETY AND SUPERVISION**

**WATER ACTIVITIES**

**Guideline shall be installed and utilized by the visiting organization**

## HEALTH SERVICES

1. Before the camp opens for the first time, and at least annually thereafter, the (visiting) camp operator shall make written arrangements for medical care of campers and camp staff by a staff physician or consulting physician and for emergency admissions to a designated hospital.
  - It is recommended that a parent's or guardian's written consent for emergency medical care be secured by the camp director prior to or upon the camper's arrival at camp.
2. A camp shall have a vehicle available at all times to transport a camper or staff member requiring emergency medical services to a hospital or clinic when the camp cannot provide the needed services.

## HEALTH HISTORY

1. Except in a family camping program, each camper and each staff member, upon arrival at the camp, shall present to the health services staff an up-to-date written health history that describes any physical condition, medications or allergies requiring special consideration. For a camper or staff member under 18 years of age, the written health history shall be prepared and signed by a parent or guardian, or if no parent or guardian is available, another adult relative with whom the child resides. Health services staff shall review all health histories and notify the camp operator of special health concerns.
  - It is recommended that each camper and staff member, upon arrival at the camp, also present to the health services staff a written report of a physical examination performed within the preceding 24 months by a physician, a physician assistant or a registered nurse.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH CARE

1. The Visiting camping organization shall provide its own **camp health supervisor** and shall meet the following requirements:
2. Camp Health Supervisor
  - a. The camp shall have an adult camp health supervisor who shall be responsible for routine and emergency health care supervision at the camp.
3. Health services staff qualifications
  - a. Onsite health services staff shall include at least one of the following:
    - i. A physician licensed in Wisconsin
    - ii. A registered nurse licensed in Wisconsin
    - iii. A physician assistant licensed in Wisconsin
    - iv. A practical nurse licensed in Wisconsin
    - v. A national athletic trainers association certified trainer
    - vi. An emergency medical technician or a paramedic
    - vii. A person currently certified as completing the American Red Cross emergency response course
    - viii. A person currently certified as completing the American Red Cross responding to emergencies course or equivalent.
  - b. Except as permitted anyone working as a member of the onsite health services staff at the camp shall hold current certification from the American Red Cross for CPR for the professional rescuer or the American Appropriate cardiopulmonary resuscitation.
  - c. Persons holding a current certificate for the completion of the American Red Cross community first aid and safety course or equivalent and a current certificate for the completion of a course for adult, child, and infant cardiopulmonary resuscitation may serve as health services staff provided all of the following conditions are met:
    - i. The users of the camp are coming as an organized group such as a school class, a church group or a scout troop.
    - ii. The program is for a period of 3 nights or less.
    - iii. The local ambulance service provider or emergency medical service states in writing that there is a target response time of 15 minutes or less to the camp unless the department approves a longer response time.

- iv. There is a telephone capable of connecting with emergency medical services without the use of coins, accessible at all times during camp operation and located in close proximity to the camp buildings or lodging units.

Health services staff are not provided by camp operator

When the camp's permanent facilities are used for more than 3 nights by members of the camp operator's organization or by an organized group from outside the camp operator's organization, and the camp operator does not provide health services staff, the camp operator's organization shall set and require minimum levels of training for leaders of the group before allowing use of the facilities. The camp operator shall ensure that organized groups using the facilities comply with this.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## MEDICATIONS

1. All medications brought to camp by a camper or staff member shall be in containers that are clearly labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician shall, in addition, be labeled to include the name of the prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions as needed.
2. All medication brought to camp by a camper or staff member under 18 years of age shall be kept in a locked unit and shall be administered by qualified health services, except that bee sting medication, inhalers, an insulin syringe or other medication or device used in the event of life threatening situations may be carried by a camper or staff member. Each camper or staff member 18 years of age or older may take responsibility for the security of his or her personal medication.
3. When a camp's facilities are used for a program of 3 nights or less, an adult leader of the group shall keep all medications brought to camp by a camper or staff member under 18 years of age in a locked unit. The adult leader shall be responsible for the administration of the medications.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH AND TREATMENT RECORDS

1. The visiting camp's health supervisor shall keep available the health history for each camper and staff member.
2. When a medication is administered or treatment provided to a camper or staff member, health services staff shall make a record of the action in a bound book with preprinted page numbers, indicating the following information: name of the person receiving the medication or treatment; ailment; name of the medication or treatment; quantity given; date and time administered; by whom administered; and comments.
3. The camp shall retain health history and treatment records for at least 2 years.
4. The camp operator shall maintain camper and staff health history and treatment records, except that an organized group using a camp's facilities for fewer than 3 nights when no camp staff is present may maintain its health histories and treatment records. Health history and treatment records shall be accessible, upon request, to the camp operator and public health officials.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SAFETY AND SUPERVISION

1. The visiting camping organization shall provide its own camper supervision and staff training and shall meet the following requirements:

## 2. CAMPER SUPERVISION

- a. One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 10 campers or fraction thereof under age 18, except that for campers 6 years of age and under there shall be one staff member for every 4 campers or fraction thereof.

## 3. HAZARDOUS SUBSTANCES

### a. Use

- i. Chemicals, flammables and other hazardous substances shall be used to their intended purpose and according to the manufacturer's directions stated on the container label.

### b. Storage

- i. Chemicals and other hazardous substances shall be stored in their original, covered and labeled containers in a separate, secure area accessible only by appropriate staff.
- ii. If taken on off site trips, hazardous substances shall be stored in appropriate, easily identifiable containers.
- iii. Flammable materials shall be stored in a well-ventilated structure, separate from areas occupied by campers and staff.

### c. Disposal

- i. Hazardous substances shall be disposed of in a manner and location as directed on the manufacturer's label or the material safety data sheet by the local agency having jurisdiction over handling hazardous substances.

## 4. PROGRAM ACTIVITIES

- a. Trained staff shall supervise program activities.

## 5. CAMPER SECURITY AND DEALING WITH EMERGENCIES

### a. Staff training

- i. Camp staff shall be instructed and periodically drilled in the use of emergency equipment

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# WATER ACTIVITIES

1. **The visiting camping organization shall provide its own water activities director and lifeguard and staff training and shall meet the following requirements:**
2. All swimming and watercraft activities at a camp shall be under the direction of an (visiting) adult water activities director who holds a current department approved lifeguard certification.
3. Every person serving as a lifeguard at a camp shall hold a current department approved lifeguard certification, a current first aid certificate approved by the department and a current certificate approved by the department for the completion of a course in cardiopulmonary resuscitation (CPF) for adults, children and infants, and shall have training, as required by the U.S. occupational safety and health administration under 29 CFR 1910.1030, blood borne pathogens standard.
4. The water activities director or staff person who is certified shall be on duty at each water activity area, such as where boating, canoeing, swimming or water skiing occurs, for every 50 persons or fraction thereof in the water. In addition, there shall be an overall ratio of one staff person at each water activity area for every 10 persons in the water.
5. A group consisting only of adults or a group participating in a family camping program with at least one parent or designated adult supervisor present and supervising may use water activity areas, other than swimming, without supervision by camp aquatics staff provided the group receives orientation from camp aquatics staff based on written procedures that specify all of the following:
  - a. Personal flotation devices shall be provided for each boat less than 16 feet in length. Boats 16 feet in length or more shall also be equipped with a least one U.S. Coast guard approved type IV throwable flotation device.
  - b. Personal flotation devices shall be worn by all persons at all times when operating or riding on personal watercraft.
  - c. Safety regulations shall be followed, including safety devices for personal watercraft
  - d. A designated check-in and check-out system is to be used by camp staff to identify persons using the water activity areas.
6. The visiting organization shall provide its own equipped first aid kit appropriate for its intended use as determined by the water activities director or the camp health supervisor shall be maintained and readily available at each water activity area.
7. The visiting organization shall provide Lifesaving equipment, including a minimum of at least a backboard, ring buoy or rescue tube or throw bag and reaching pole, shall be maintained and immediately available at each water activity area.
8. The water activities director shall establish and enforce a method for checking persons in and out of the water.
9. The water activities director shall establish and enforce a method for supervising persons in the water such as the buddy system, the colored cap system or a combination of methods of supervising persons.
10. The water activities director shall designate a separate area for each water activity.
11. The water activities director shall conspicuously post swimming and boating regulations and restrictions at all water activity areas.



12. Access to a water activity area shall be controlled and the area used for swimming shall be clearly marked and separated into sections for non-swimmers, beginners, intermediates and proficient swimmers. No person may go into a section beyond his or her classification except when being tested under supervision for the next higher level.
13. Water activity areas shall be free of hazards, and equipment in water activity areas shall be maintained. Equipment includes docks, ladders, rafts, diving boards, boats, life jackets and paddles.
14. A camp may allow swimming after dark in swimming areas if a minimum of 5-foot candles general overhead lighting is provided. The illumination shall be measured at water level.
15. No water activities are to extend beyond the designated swimming area.
16. Personal floatation devices shall be U.S. coast guard approved and shall be sized properly for each individual.

Yes     No \_\_\_\_\_ will be participating in water activities.  
(Visiting Organization)

Yes     No \_\_\_\_\_ will be participating in after dark water activities.  
(Visiting Organization)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_