

## Swansea Country Club

### HEALTH CARE POLICY FORM SECTION 430.159

#### 2025 SUMMER GOLF CAMPS, GOLF ACADEMY & SWIM & SWING CAMP

Health Care Consultant: Dr Wendy Cohen

Address: 26 Mitchell Drive, Foxboro, Ma 02035

Cell Phone: 401-714-8807 Work Phone: 508-339-2900 FAX 508-804-7175

Email: DrWendy@InfinityFamilyCare.com

Health Supervisor: Robert Martin, General Manager

Work Telephone: 508-379-9886 ext 2 Cell Phone: 508-463-5333;

Robb Martin: GM/Pool Club/Camp Supervisor

Work Telephone: 508-379-9886 ext 1 © 401-286-5135

#### ***Emergency Telephone Numbers:***

**Fire** 911 (508) 672-4305

**Police** 911 (508) 674-8464

**Rescue/Ambulance** 911

**Poison Prevention Center** 1-800-682-9211

**Swansea Board of Health** 508-324-6704

#### Hospital(s) utilized for emergencies:

*Charlton Memorial Hospital* (844) 744-5544 address: 363 Highland Ave, Fall River, MA 02720

*Rhode Island Hospital* (401) 444-4000 address: 593 Eddy St, Providence, RI 02903

*St Anne's Hospital* (508) 674-5600 address: 795 Middle St, Fall River, MA 02721

*Hasbro Children's Hospital* (401) 444-4000 address: 593 Eddy St, Providence, RI 02903

**Written Health Records:** Copies of immunization record\* and a health history are required to be on file for each camper and staff member prior to the start of Camp. The *Health Consultant* will review medical records with the *Health Supervisor* prior to the start of each camp. The Health Supervisor(s) will make Staff aware of any health problems or allergies of concern to the Camp situation.

\*All Children must be fully immunized except for written medical exemptions issued by a physician.

Parents give written authorization for emergency medical care on the program registration form at the time of sign up, and Camp Directors will have copies of registration forms on site at all activities.

Emergency Procedures if parent cannot be contacted: The Camp Coordinator or Camp Director will notify an emergency contact person who is listed by the parent on the participant's registration form.

## HEALTH CARE POLICY FORM 430.159 Page 2

Health Supervisor and staff who are always on facility during camp are first aid and CPR certified and will have access to a phone at their activity site in every instance.

### HEALTH CARE POLICY FORM 430.159 Page 2

Procedure for First Aid: 1. Location of First Aid Kits – There is a first aid kit located at each area the camp(s) will be utilized. Clubhouse, in Starter Shack for Golf Course and at the Pool Club office

First aid kit will travel with each unit to each that goes upon the golf course

Location of First Aid Manual – In all first aid kits.

AED is located in a wall mounted cabinet indicating AED in the Pool Club Office

First Aid is administered by trained staff, Camp Director, Health Supervisor(s).

First Aid Kits are maintained by Camp Director & Pool Supervisors

### Contents of First Aid Kit(s)

#### Class A First Aid Kit

- 16 - Adhesive Bandages, 1" x 3"
- 1 - Adhesive Tape 2.5 yd
- 10 - Antibiotic Treatment Application, 1/57 oz
- 10 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 1 - Burn Dressing, gel soaked, 4" x 4"
- 10 - Burn Treatment, 1/32 oz
- 1 - Cold Pack
- 2 - Eye Covering
- 1 - Eye Wash, 1 oz.
- 1 - Bottle glucose tablets
- 1 - First Aid Guide
- 6 - Hand Sanitizer, 0.9g
- 2 - Pair Exam Gloves
- 1 - Roller Bandage, 2" x 4 yds
- 1 - Scissors
- 2 - Sterile Pad, 3" x 3"
- 2 - Trauma Pad, 5" x 9"
- 1 - Triangular Bandage, 40" x 40" x 56"

#### Class B First Aid Kit

- 50 - Adhesive Bandages, 1" x 3"
- 2 - Adhesive Tape 2.5 yd
- 25 - Antibiotic Treatment Application, 1/57 oz
- 50 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 2 - Burn Dressing, gel soaked, 4" x 4"
- 25 - Burn Treatment, 1/32 oz
- 2 - Cold Pack

## HEALTH CARE POLICY FORM 430.159 Page 3

- 2 - Eye Covering
- 1 - Eye Wash, 4 oz.
- 1 - First Aid Guide
- 10 - Hand Sanitizer, 0.9g
- 4 - Pair Exam Gloves
- 2 - Roller Bandage, 2" x 4 yds
- 1 - Roller Bandage, 4" x 4 yds
- 1 - Scissor
- 1 - Splint - min 4" x 24"
- 4 - Sterile Pad, 3" x 3"
- 1 - Tourniquet
- 4 - Trauma Pad, 5" x 9"
- 2 - Triangular Bandage, 40" x 40" x 56"

Plan for Injury Prevention and Management: Each day, before participants arrive, Camp Staff will survey Camp area for hazards and items which need to be repaired. They will remove hazards and notify the Camp Director of any needed repairs.

*Procedures for maintaining and monitoring a Medical Log:* The Camp Director will document in a bound Medical Log, any illnesses, absences, and reasons for illnesses. At the end of Camp week, the Camp Director will turn the attendance sheet and medical log into the General Manager. The General Manager will notify the Board of Health of any recurring illnesses as well as all parents of children in that week's camp.

First Aid will be administered according to American Red Cross Standards of Practice. Camp Director, Pool Supervisor and General Manager will be informed of any injury requiring first aid. Additional camp staff will ensure that other campers are protected from further injury and will assist in proper treatment of injured child.

### *In case of serious Injury or Emergency:*

- a. Activate EMS – Call or have someone call 911
- b. Apply First Aid or other necessary procedures up to one's ability
- c. Call parent or emergency contact person to meet you at the hospital
- d. Child's History Form & Emergency contact form must accompany the child to hospital
- e. Complete an Injury Form and turn into the Health Care Supervisor(s) and Health Care Consultant
- f. Copy of Injury Form is given to the parent and is logged in Camp Medical Log
- g. Copies of the Injury Form will be forwarded to the Swansea Board of Health and Massachusetts Department of Public Health (when necessary) within 7 days of occurrence.
- h. The Health Care Supervisor(s) will review incident with Health Care Consultant.

*In case of mild injury or illness:*

- a. Have participant rest and determine if first aid is required
- b. Calm camper
- c. If First Aid is necessary, ask certified person to administer
- d. Complete an Injury Form in duplicate (not necessary for every band-aid) Camp Director will CC: form to Health Care Consultant & Health Care Supervisor.
- e. Camp Director will give copy of Injury Form to parent at time of pick-up. Explain what happened so parents are fully aware. If an injury report is generated an email will be sent immediately to the parent explaining the nature of the injury and a follow phone call will be made by the Health Care Supervisor.

*Procedures for administering prescription and non-prescription medications:* Parents will be required to provide a labeled photo of their child, clearly showing the child's face, to guard against a medication being administered to the wrong child.

Prescription medications must be provided in their original containers showing the patient's name, prescription number, date filled, and physician's name, name of medication and direction for use.

Only the Health Care Supervisor(s) will have the authority to administer prescription medications. The Health Care Supervisor(s) will check the snapshot and verbally confirm camper name and date of birth to confirm the identity of the child prior to administering any prescription medications. The Health Care Supervisor(s) will then re-verify that the name on the medication bottle matches the child receiving the medication.

All prescription medications will be kept in a locked container and returned to the parent when no longer needed.

The Health Care Supervisor(s) will keep a written record as medications are administered.

*Epi-pen and Inhaler protocols:* For campers that require the use of an inhaler or Epi-pen a medical bag kept in proximity of camper will be carried by the Camp Director or Lead Golf Instructor during the activity the child is participating in.

(form will need to be filled out by parent/guardian in advance of any medications can be self-administered or given by staff)

*Storage & Administration of Medication*

Swansea Country Club Summer Camps and their staff will not be administering any over the counter medications for Summer camps.

Medications will only be administered if they are brought to camp in the original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. Medications will only be administered with written permission from the camper's parent or guardian. Medications will be kept in a locked cabinet. Medications requiring refrigeration will be locked in a refrigerator in the Pool Club Office. The Health Care Consultant will be provided with a list of medications being administered at camp for her acknowledgement. There will be two designated Health Care Supervisor(s) for camp but all members (Camp Director and Pool Supervisors) of the camp leadership team will be qualified (First Aid & CPR certified) and trained to fulfill the responsibilities of the Health Care Supervisor position. The Health Care Supervisor will provide the Camp Director daily an updated list of campers needing medications, and the times they are to be dispensed. The Health Care Supervisor will monitor the time and arrange for someone to accompany the camper to the Pool Club Office to take his/her medications. Only the Health Care Supervisor can dispense medications. Administration of medication will be recorded in the medicine administration log book.

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be disposed of as follows: (1) Prescription medication shall be properly disposed of in accordance with state and federal laws and such disposal shall be documented in writing in a medication disposal log. (2) The medication disposal log shall be maintained for at least three years following the date of the last entry.

Epinephrine (EpiPen): The Health Care Supervisor and all other certified staff will receive Epinephrine injection training as part of their First Aid & CPR certification (to be approved by the Health Care Consultant). Camp staff certified in First Aid & CPR will be allowed to administer an injection to a camper at the first signs of a severe allergic reaction or anaphylactic shock. Written permission must be given by the camper's primary care provider to determine the camper's ability to self-administer medication. Campers may only carry and self-administer an epinephrine shot if they are capable of self-administration and have the written permission of the [camper's primary care provider] and their parent/guardian. EpiPen's must be provided by the camper's guardian, brought to camp each day and clearly labeled with the child's name.

Diabetes monitoring and medications: If a diabetic child requires his or her blood sugar be monitored, or requires insulin injections, and the parent or guardian and the primary camper's primary care provider must give written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject himself or herself. Blood monitoring activities such as insulin pump calibration, etc. and self-injection must take place in the presence of the properly trained health care supervisor who may support the child's process of self-administration. Under the direction of the camp Health Care Consultant, the Health Care Supervisor will be trained on the symptoms of hypo or hyperglycemia and appropriate diabetic plan management. Any blood sugar monitoring equipment or diabetes medications must be provided by the camper's guardian, brought to camp each day and clearly labeled with the child's name.

**Inhalers:** A child with asthma may only carry and self-administer their inhaler if they are capable of doing so and have written permission from their primary care physician and their parent/guardian. Inhalers must be provided by the camper's guardian, brought to camp each day and clearly labeled with the child's name.

Staff will not administer non-prescription drugs. Parents may not send a non-prescription drug with their child to be self-administered.

*Procedures for informing Board of Health of any injuries & communicable diseases:* A camper injury report form (430.153) will be properly filled out by camp staff that administered first aid and sent to the BOH within seven days of occurrence. Health Supervisor will report to the BOH, Division of Community Sanitation any suspected cases of food-borne illnesses or unusual prevalence of any illness and illnesses including, but not limited to: fever, diarrhea, rash, sore throat, vomiting or jaundice present. Camp Director will note all absences and reasons for absence on a daily attendance sheet.

*Procedures for the clean up of blood spills & other bodily fluids:* Using latex gloves, the affected area will be wiped up using a disposable towel. If the spill occurs inside, the area will be disinfected with bleach and water. Gloves and towels will be placed in a plastic bag, sealed and then placed in another plastic bag and sealed before disposing. Staff will wash their hands thoroughly afterward.

*Allergies/Emergency Medical Information:* The Health Care Supervisor will review all participant registration forms prior to the beginning of each Camp session. The Health Care Supervisor will make Staff aware of any health problems or allergies of concern to the Camp situation. The Health Care Supervisor will consult with the Health Care Consultant regarding any campers with medical issues or life-threatening allergies.

*Policy for use of sunscreen and insect repellents:* Parents of Camp participants will be strongly urged in the written program materials to furnish their choice of sun protection product (preferably with solar protection factor #15 or greater) and insect repellent. Parents will clearly label each product with their child's full name and product will be used on that child only. Parents are also encouraged to pack protective clothing such as hats, visors, etc. Camp Staff will remind participants to apply often.

*Tick Policy:* Counselors will prompt campers to check for ticks when coming off the golf course or wooded area.

*Plan for Evacuating Area in Case of an Emergency:* When evacuation is necessary, the Camp Director will bring his/her program files containing the rosters and emergency contacts, and carry it with them. If two camp counselors are available, one will lead the group and the other will trail, making sure that all children participate in the evacuation. A map of the area, clearly identifying alternate routes out of the area, will be posted at within each camp group and another copy will be kept in the Camp Director's program file. Once the group is away from the area and in a safe spot,

the Director will call role, using the roster to ensure all campers are accounted for. Emergency evacuation of areas will be rehearsed once per session (every other week).

*Campers caught with Tobacco, alcohol or Marijuana* will have their parents/guardians immediately notified and asked to leave the program

Exclusion Policy for Serious Illnesses, Contagious Diseases, Reportable Diseases to Health Department: Any participant with a serious illness or contagious disease will remain in a quiet spot within the Camp area until the parent or emergency contact is able to pick up. All reportable diseases will be reported to Swansea Board of Health Department by the Camp Coordinator. The Board of Health will inform the Camp Coordinator of any required isolation period during which the participant will be excluded from participation in Camp activities.

#### Return After Illness

A camper may return to camp following an illness when he/she:

- Has been fever free without medication for 24 hours
- Has not vomited in the last 24 hours
- Can participate comfortably in activities