



## Midwest Bible Camp Nurse

### Requirements:

Volunteers serving as Camp Nurse are required to have current Basic Life Support Certification. They should have healthcare experience (e.g. RN, LPN, CNA, or EMT), or have completed First Aid Training, or have previous experience serving as a camp nurse. There will be a designated Camp Nurse on duty at all times during each camp session. The nurse will reside in the Nurses' Cabin.

### Job Responsibilities:

#### 1. Health Information Management

The nurse or designee is present during camper registration to

- a. Collect all camper medications (prescription and over the counter)
- b. Review pertinent health information with parents and/or campers
- c. Document any special dietary requirements and report to the head cook.
- d. Discuss expectations for administration of over the counter medications with the parent/guardian
- e. The campers' health history (on the registration form) shall be available to the camp nurse. **The health history shall be reviewed by the nurse prior to providing treatment to any camper**

#### 2. Medication Management

The camp nurse will dispense all camper medications according to the physician's directions on the prescription container.

- a. Medication will be stored in the nurses' cabin, in a secure location.
- b. Medications will be stored in a zip-lock bag labeled with the camper's name.
- c. Over the counter medications will be dispensed by the nurse as prescribed by a physician or according to the label instructions with the permission and at the direction of the parent or guardian.

#### 3. Medication Administration

The camp nurse will be responsible for all Medication administration (OTC and prescription) requires written consent by the parent or legal guardian. Pursuant to Iowa law, medications will be administered according to the manufacturer's guidelines (for over the counter medications) or according to the physician's directions on the label. **All medications must be in the original container.** Medications will be stored according to manufacturer's or pharmacist's recommendations.

On arrival, campers will leave all medications (OTC and prescription) with the camp nurse. No medications are allowed in the cabins. The only exceptions are medications used for acute interventions such as inhalers, Glucagon, and Insulin **on approval by the camp nurse.** Staff members will provide the nurse with medical information necessary to respond appropriately in an emergency.

#### 4. Healthcare Interventions

- a. Daily Record of medication administration, health complaints, injuries and palliative interventions will be documented in the Nurse's Log. All ticks should be removed and saved for examination by the parent.
- b. Campers may be excused by the nurse from scheduled camp activities for health reasons.

- c. Campers excused from scheduled activities for health reasons, should be under the supervision of the Nurse or designee with periodic evaluation of condition.
- d. If palliative interventions do not alleviate symptoms, the nurse will confer with the parents to determine additional interventions.
- e. If urgent attention is required, the Director(s) and Parent(s) or guardian will be notified as soon as the camper's condition permits.
- f. If additional intervention or definitive diagnosis is required and the camper's condition is stable, the camper may be transported by a staff member to the Washington County Emergency room for care. At minimum, the camper or staff member will be accompanied by the nurse.
- g. **The camper or staff member's personal insurance is the primary insurance.**
- h. The local ambulance service will be contacted if advanced intervention, stabilization and transport are required.
  - i. The nurse shall present the camper's signed medical release form to the emergency room staff and provide information about the nature of the occurrence.
  - ii. A record of the incident and a copy of the advanced intervention provided for campers or staff members shall be documented on the Insurance report which is retained with the Nurse's Log.
  - iii. All occurrences of injury and advanced medical intervention will be reviewed with a board representative on closing day.

#### 5. **Camp Closing Responsibilities**

- a. **The day before the last full day of the camp week**-The nurse will check the supply inventory and submit an order for replenishment.
- b. **Closing Day**-The nurse will return all medications belonging to the camper, parent, or guardian at the end of the session and report to the parent/guardian as indicated.
- c. **Close of First Calendar Session**-All first aid station supplies and equipment shall be packed for storage.
- d. **Close of Season**-All first aid station supplies and equipment shall be packed for storage. Over the counter medications that will expire prior to the next scheduled session will be discarded. Supplies that cannot withstand extreme temperatures without damage to the integrity of the product shall be packaged separately and presented to a board member for storage the day of the closing.

#### 6. **HIPAA COMPLIANCE**

**When not in use, Medications and Personal Health Information must be secured in the locked cart to comply with HIPAA regulations.**

##### **First Aid Supplies**

The goal of the camp nurse is to provide palliative care. Rest, hydration, or ice is often sufficient to alleviate discomfort or minor symptoms. Only the nurse or designated staff may administer medications and provide medical intervention. **Exceptions: Inhalers and emergency interventions for low blood sugar or seizure precautions may be retained by the camper with the permission of the parent/guardian and the knowledge of the director(s), teachers, and cabin counselor. Emergency interventions must be reported to the Nurse immediately.**

**Written requests for replenishment should be submitted to the head cook (Supplies to be purchased when a staff member is in town for grocery supplies).**

**Weekly records and reports will be retained in the Nurses' Log.**

#### **NURSE SUPPLIES**

**The following items will be available for use by the Camp Nurse.**

Ace wrap	2
Band Aids (various sizes)	1 box
Band-Aids, assorted	1 box of 100
Band-Aids, ¾"	1 box of 100
Band-Aids, extra-large	1 box
Dressing/Telfa/nonstick pads	1 box
Tape ½" (latex free)	1 roll
Acetaminophen/Tylenol caplets	1 bottle
Acetaminophen/Tylenol chewable Children	1 bottle
Acetaminophen/Tylenol liquid	1 bottle
Acetaminophen/Tylenol liquid Children's	1 bottle
Antacid tablets	1 bottle
Antacid liquid	1 bottle
Diphenhydramine/Benadryl pills	1 box
Diphenhydramine/Benadryl liquid	1 bottle
Diphenhydramine/Benadryl cream	1 tube
Ibuprofen caplets	1 bottle
Ibuprofen Children's	1 bottle
Naproxen Sodium	1 bottle
Anti-fungal cream	1 tube
Bee Sting relief	1 bottle
Sun screen 45spf	1 bottle
Burn relief spray	1 can
Burn relief lotion	1 bottle
Aloe Vera gel	1 bottle
Calamine/Anti-itch lotion	1 bottle
Triple antibiotic ointment	1 tube
Pepto Bismul/Bismuth liquid	1 bottle
Insect repellent	1 bottle
Vanilla	1 bottle
Triple antibiotic cream/lotion	1 tube
Hydrogen peroxide	1 bottle
Rubbing Alcohol	1 bottle
Sterile Saline for eye irrigation	1 bottle
Throat lozenges/cough drops	2 packages
Petroleum jelly	1 jar
Tongue depressors	25-50
Disposable, latex-free gloves	1 box each medium and large
Paper towels	2-4 rolls
Cotton balls	1 bag
Q-Tip/Swabs	1 box
Antibacterial soap	1 bottle
Hand Sanitizer	1 bottle
Small cups 3-5 oz. cups	1 box
Zip lock baggies large freezer	2 box
Tissues/Kleenex	2 boxes
Instant Ice Pack	1

Instant Heat Pack	1
Nursing Log	
Pens	2
Flashlight with batteries	1
Nail clippers	1
Scissors	1 pr
Needles	1 pkg
Tweezers	2
Magnifying glass	1
Basin	1
Electronic Thermometer with probe covers	1
Probe covers	1 box
Otoscope (ear)	1
BP cuff	1
Stethoscope	1
First Aid Manual/guide	

**Trial sizes for campers:**

Soap	5
Combs	5
Shampoo	6
Feminine napkins w/adhesive strips	2 packages
Tampons, slender	1 box
Deodorant	5
Tooth Paste	5
Tooth Brush	5
Saline solution	1 bottle
Contact lens holder	2