

VERDUGO PINES BIBLE CAMP

SOUTHERN CALIFORNIA BIBLE CONFERENCE, INC.
22400 Big Pines Highway - P.O. Box 1989 - Wrightwood, California 92397
Telephone (760) 249-3532 - Fax (760) 249-4447

FIRST AID, EMERGENCY CARE, AND TRANSPORTATION POLICY

The guest group is responsible for the first aid and emergency care and transportation needs of their group. *Please note:* Adult groups and groups where all minors are in attendance with their parents must read and adhere to the policies and procedures as outlined in **SECTION A**. All other groups with minors must adhere to both **SECTION A AND SECTION B**.

POLICIES AND PROCEDURES

A) ADULT GROUPS AND/OR GROUPS WHERE ALL MINORS ARE IN ATTENDANCE WITH THEIR PARENTS

1) **Certified Adult** - All groups are to provide at least one adult, at least 21 years of age, who is minimally certified by a nationally recognized provider in First Aid and CPR for all ages (i.e., infants, children, and adults). This individual will be known as the First Aid Designee, and **must** be on call at all times. This individual **must not leave** the campgrounds, except when the camp as a whole group leaves on a hike or overnight trip. This individual must be in attendance on any group hike or overnight hike. Upon arrival, the individual **must** report to the Acting Executive Director who will make a copy of his/her credentials and keep them on file.

2) **Emergency Forms** - As stated in the contract, the group **must** submit a properly executed medical release form for all attendees under the age of eighteen (18) to the Acting Executive Director immediately upon arrival. The release should be in a form that has been approved by SCBC, Inc. For adults over the age of eighteen (18), please provide a list with each attendee's name, an emergency contact name, phone number, any health needs and/or conditions.
Notify the camp office at least one week in advance regarding special dietary needs as stated in the Camp Guidelines.

3) **Written Records** - As stated in the contract, any accidents, illnesses, injuries rendered by any individual while on the property of SCBC, Inc. **must** be reported in writing immediately to the group director and Executive Director. **RN's or MD's** using the Nurse's Cabin and the Standing Orders are to keep a *written record* of first aid treatment, regular sick calls, accidents, and emergencies in the Camp Health Record Log provided by SCBC, Inc.

- a) Fill out Camp Health Record Log completely for each person seen.
- b) On the top of the page with your first entry, print your name, record your certification or license number and provide a signature.
- c) Each page needs to be dated with month, day and year.
- d) A new page **must** be used for each day.
- e) Do not skip lines. If any spaces are unused, draw a line through them to blank out any unused lines. When a page is completed, provide a signature in the lower right hand corner.

4) **Procedures:** All groups **must** follow posted and printed emergency procedures.

5) **911** - Except in cases of life-threatening emergency, you must contact the Executive Director or Food Service Manager before any 911 calls for care and transportation are made.

6) **First Aid** - The Nurse's cabin, including medication and first aid supplies, is available for use by any certified individual in your group who provides us with proof of their qualifications as an RN (Registered Nurse) and/or MD (Medical Doctor), licensed in California. Please note, **ALL** medical supplies and/or medication are to be administered only in accordance with the Doctor's Standing Orders, which are listed in the Nurse's Cabin.

Groups without an RN or MD **must** provide their own first aid supplies and any needed equipment for their group. Please contact your own physician for a recommended list of supplies and medications.

7) **Pool and Lake** - In areas such as the pool and lake, there **must** be an individual, 21 or older with First Aid and CPR certification in attendance at all times when campers are present.

8) **Precautions** - Because of the potential risk of contracting Hepatitis B or HIV from blood or body fluids, Verdugo Pines Bible Camp and the Department of Public Health strongly urge all staff to use "Universal Precautions" when handling blood and/or body secretions (i.e., saliva, nasal, vaginal discharge, semen, sweat, tears, ear wax, vomit, urine or feces) from ANY camper and/or individual member of your group. This means that all blood and body secretions should be assumed to be infectious and disposable gloves should be worn before performing procedures that might result in any contact. Surfaces touched by body secretions should be routinely cleaned with a disinfecting or bleach solution (1 part bleach to 9 parts water) or cleaned with an alcohol compound.

B) ADDITIONAL REQUIREMENTS FOR GROUPS WITH MINORS

1) **Licensed Adult** - All groups with individuals under the age of 18, unaccompanied by their parents, **must** have in attendance an RN (Registered Nurse) or MD (Medical Doctor), licensed by the State of California. Once proof of their qualifications has been presented to the Acting Executive Director, they will be given access to the Nurse Cabin, and use of its medications and first aid supplies. All medical supplies and/or medication are to be administered only in accordance with the doctor's Standing Orders, which are listed in the Nurse's Cabin.

2) **Medication** - Upon arrival at the camp, all camper's medication **must immediately** be given to the group's camp RN or MD. The RN or MD is responsible for dispensing all medication. Medication will be dispensed **only** according to doctor's instructions. Only medications prescribed by a physician in an original pharmacy container with the correct name, date and instructions on the bottle will be given to campers. Over the counter medications **should not** be sent/brought nor dispensed to campers unless a physician writes a prescription or a note authorizing administration of that medication. Keep **all** medications under lock and key at all times that they are not in use.

3) **Screening** - Screen the physical condition of **all** campers on arrival for any observable evidence of illness.

4) **Supervision - Never be alone** with a camper. Have a counselor or a program team member with you at all times. Also, have continued supervision at all times when a camper is present. Minors must not be left unattended while in your care.

5) **Special Needs** - Notify counselors/directors/staff or any special camper health problems (i.e., epilepsy, seizures, diabetes, etc.). Notify lifeguards of campers with limitations. Only those persons with a job-related "need to know" should have access to health-related information.

6) **Communication** - The RN or MD **must** communicate with the Executive Director and the parents of a camper, either verbally or by written note, hand-delivered by the adult transporting the camper, if there are any health problems and/or conditions which may have been noted or cared for during the week which may need further attention.

Note: We have nurses who come to Camp regularly, who may be available to serve as your camp nurse for a reasonable fee. If you need help finding a nurse, please call us as far **in advance** of your camp as possible.