

Camp Caledonia

MEDICAL ATTENDENT/CAMP NURSE

RESPONSIBLE TO: Camp Administrator

QUALIFICATIONS:

- physician (MD) R.N., L.P.N., Paramedic or hold a current Occupational First Aid Level 3 (OFA Level 3) certificate
- comfortable speaking with parents/guardian and doctors concerning individual health needs of campers
- respectful of the Christian aims and purposes of Camp Caledonia
- at least 19 years of age
- clear criminal record check

RESPONSIBLE FOR:

- Working according to their licensed scope of practice only; as required by their professional licensing organization
- The supervision of healthcare for the campers and staff, including cleanliness of the facilities and ensuring hand washing is done before meals
- Assisting with general teaching of safety and prevention of injury
- Attending "at camp" registration as campers arrive to receive medical forms, collect medications and instructions for their administration and discuss any medical problem(s) with parents/guardians
- The security of medical supplies (which includes all camper, staff and volunteers' medication locked at all times) and notification to the Camp Administrator when supplies are needed
- If a camper, staff member or volunteer brings an Epi-pen, this must NOT be put in a locked cupboard. Keep on hook designated in first aid station.
- Maintaining medical forms: (a) Ensuring that a completed medical form and care card number is on file for each camper and staff member. (b) Checking each medical form and noting any medical problem(s) and/or medications (c) Notifying Camp Administrator and Camp Director of any potentially serious medical conditions (i.e. allergies, epilepsy, etc.) (d) Notify the Head Cook re special diets, food allergies. (e) Ensure all staff and volunteers have a medical form completed and they are kept in a confidential folder in the first aid station
- Checking the sanitary conditions of the kitchen/dining area and recycle/garbage disposal.
- Daily inspection of the bathroom and shower building
- Daily inspection of individual cabins and also the camp residences provided for camp staff on a daily basis
- Assisting campers if there are bedwetting issues or any sensitive personal issues

- Notifying public health if a communicable disease is suspected (after consultation with the Camp Administrator)
- Consult with the Camp Director about notifying parents/guardians regarding camper(s) seriously injured or sick for any length of time. Guidelines are if a child has been sick 24 hours and is not improving call the parents/guardian and decide if they should be seen by a Doctor or picked up by the parents/guardians. In situations deemed contagious, the camper or staff member must be isolated and sent home as soon as possible
- Ensuring any food handler who becomes ill has written consent from physician stating he/she is fit to return to work
- When the medical attendant/camp nurse is not at the first aid station, there will be a sign posted clearly stating where they are so they can be reached in an emergency
- Giving first aid when necessary and prepared to accompany campers on hikes and outing.
- ensure adequately stocked first aid kits go on all outings and that there is a qualified first aid person that accompanies all group trips
- Keeping a written record of all treatments, medications, illnesses and injuries
- Participating in camper activities when possible
- Maintaining confidentiality of staff and camper's medical issues with medications distributed in the treatment room only
- Following the health and safety policies in the First Aid Station manual
- Ensuring campers, volunteers or staff members have a ride to see a physician, get to the hospital or go home if sick. This typically involves contacting the parent/guardian or emergency contact person designated on the medical form to pick him/her up or an ambulance if deemed necessary by the medical attendant. Consult with the Camp Administrator.
- Writing and filing an incident report for any situation that requires assistance outside the skills onsite
- Inventory all infirmary supplies at the beginning and end of each camp session
- Inventory all first aid kits on the campgrounds at the beginning and end of each camp session
- Ensure the First Aid area is kept neat, tidy, clean and sanitized
- Keeping his/her personal sleeping room clean and tidy
- The medical attendant is encouraged to participate in Chapel time and staff devotions when duties allow this.

Note: A good portion of your job will be dealing with the stresses related to being away from home. Behind each request for a band-aid is often a plea for individual attention. Be conscious of compromise. Avoid isolating yourself with one child.

JANUARY 2015