

NURSE INFORMATION

Primary Responsibilities

The main goal of the camp nurse is to treat the symptoms a camper is exhibiting, not to diagnose their health issues.

- Treat the health needs of all campers, staff, and volunteers.
- Keep your lodging, infirmary, and vehicle clean and orderly.
- Attend every activity that you can including mealtimes, chapel sessions, and game times (ACA).
- Carry a first aid kit in your vehicle or on your person at all times.
- Water and disposable cups should be available at every group game time. Make sure campers know it's available. Arrive on time and ready to go with enough water and cups to last the whole game time. (See head cook for water cooler and cup needs.)
- Patrol camp during Track Time (Skill Time) with water, cups, and first aid supplies.
- Work with the Camp Director to determine the need for emergency medical services.
- Always be available by means of the two-way radio communication system.
- Keep the Cabin Leaders aware of camper health needs and risks.

Conduct

The role of Camp Nurse is an important one. You'll be entrusted with information and responsibilities others may not have.

- All confidential information must remain confidential. Never discuss camper healthcare with any other camper, volunteer, or non-essential staff member. You may communicate with the Camp Director regarding healthcare and camp policy. You may communicate with the Head Cook regarding any dietary needs of specific campers.
- Never request or accept contact information from any minor to follow up with them. Though we build relationships and desire to continue to care for the needs of our campers, it is not acceptable to stay in touch by mail, meet-ups, or any form of electronic communication.
- Never be alone with any camper, volunteer, or staff member behind a closed door. Always have a third person with you in the infirmary and in your vehicle.
- If an illness or injury involves examining a campers' private areas, another staff member (not volunteer) the same sex as the camper must be present in the infirmary with their backs turned and listening. A visual (hands-off) inspection may be done asking the camper to navigate their clothing and body parts. If treatment can be applied by the camper, you can have them do that. If your hands are required and it is not an emergency, parents/guardians must be called to gain permission. Please follow the protocols outlined under "Contacting Parents/Guardians" and "Camp Nurse Parental Consent Agreement."
- Never touch a camper, volunteer, or staff member unless it relates to their medical treatment. This includes (but is not limited to): back rubs, massages, holding hands, etc. A high five or fist bump is OK, but nothing more than that.
- Be quick and efficient. The role of the camp nurse should not distract from any camp activity. This especially applies to chapel sessions and devotional times. At game times, be sure to try to get campers back to the game after getting a drink.
- If a camper indicates a desire to talk for a while, feel free to take time, but always attempt to point them back to their Cabin Leader who is trained and ready to counsel on a variety of topics.

- Though the infirmary does connect with the camp office, please keep the door between the offices closed at all times. There will be times that camp staff will be in the office. This does not mean we are available to sit and chat, so unless you have something that needs immediate attention, please do not use this close proximity as an opportunity to come into the office and talk.
- The infirmary is not a hang-out. If you don't have camp nurse business to attend to in the infirmary, please leave the room and lock up behind you.
- Never seek out patients. When you have nobody to treat, that's a good thing. Please do not go around asking how people are feeling, picking through someone's hair to look for bugs, or offering health screenings to volunteers.
- If you find yourself having some free time, here's a couple things to try:
 - Check in with the kitchen or housekeeping crew to see if you can lend a hand.
 - Rest. This may be sitting on the deck, taking a nap, or spending time reading. Do something relaxing, but just don't get too attached to whatever you're doing.
 - Go on patrol. Knowing the schedule, take a slow drive around the activity areas campers may be in. Offer them a drink. Watch them play or join into a game, but don't get in the way.

Medications

As the camp nurse, you are responsible for properly storing and dispensing medications to campers.

- All medications must be dispensed directly by you to a camper. Do not give medication to any unqualified staff member, volunteer, or camper to dispense to a camper.
- All medications must be kept double locked at all times (except when administering). This means they must be locked in a cabinet in the locked infirmary. Never remove a container of medication from the infirmary. Any medication that leaves the infirmary must be pre-measured into a med envelope and labeled with the camper's name, medication name, and dosage. These must remain in your med bag on your person or locked in a vehicle.
- You must be the one to measure dosage and ensure a camper has taken their medication as directed by a prescription's label or the Trail Ridge Standing Orders.
- Campers need to take all medications in your presence.
- All medications must remain in their original labeled containers.
- Medications for Life-Threatening Conditions
 - Things like inhalers or epi-pens should be with the camper at all times.

Vehicle

You will be given a camp vehicle to use during your time here. Feel free to use that to get yourself and your supplies around camp in an efficient manner.

- Monitor the vehicle's fuel gauge as well as any other lights that come on, tire pressure, etc. Report any maintenance concerns or needs to the Maintenance Supervisor immediately.
- Drive Safely: Please maintain the camp speed limit of 15 mph or less with the exception of responding to a life-threatening emergency.
- Please do not use this vehicle to shuttle campers or other staff. However, when needed, you may use that vehicle to transport a sick/injured camper or staff to the infirmary. Any campers you transport in this vehicle must wear a seatbelt if able.

- Please keep the vehicle clean and organized. Please vacuum out the vehicle at least once during the week. Ask the Housekeeping Crew.
- Make sure headlights are turned off and any windows are closed when not being driven.
- Never drive this vehicle off camp property.
- Always drive on the road whenever able. Refrain from driving on trails or through the grass. You can drive to the lake, but only in case of an emergency.
- Never loan this vehicle to any camper, volunteer, or staff member unless organized by the Camp Director.
- Always park in an orderly fashion. Even when you think you're just stopping somewhere quick, please park in the designated parking areas. If you don't know where to park, ask.

Logging Incidents and Medications

Any camper, volunteer, or staff member that comes to see you for a medical need must be logged in the 2024 Nurse's Notebook. Feel free to carry that book around with you. Log the time and nature of every incident, treatment given, observations, and the plan going forward.

Infirmery Supplies

If you see an item is getting low, expired, or unusable, please notify the Camp Director as soon as possible so we may re-stock that item.

Standing Orders

We have a set of standing orders for our camp nurse that must be followed. A copy is attached within these pages, and a copy will be available in the infirmery for your reference. These orders are to be followed for treatment of all campers at Trail Ridge.

Contacting Parents/Guardians

There is a phone in the Infirmery for your use while you're here.

- This phone is for camp use only. Do not tie up this phone line with personal phone calls.
- Depending on the nature of an incident (see "Standing Orders") parents may need to be notified. If that is the case, please contact the Camp Director before doing so.
- Do not give out your personal phone cell phone number.

Camp Contact Information

Phone numbers listed here are not to be given out without consent of the Camp Director.

Aaron Schneider, Camp Director (WFA; BLS): (608) 479-0582

Amber Schneider, Camp Mom (WFA; BLS): (608) 766-0011

Georgie Thacker, Office/Lifeguard (BLS): (262) 333-9251

Josh Aldrich, Maintenance (BLS): (608) 462-7571

Bethany Schneider, Programming/Housekeeping (BLS): (608) 462-3211

Camp Office with voicemail: (608) 489-3810

Infirmery with voicemail: (608) 489-2953

St. Joseph's Hospital in Hillsboro: (608) 489-8200 (Emergency Room)

Camp Nurse Parental Consent Agreement

If hands-on treatment is required of a camper's private areas, the parents/guardians must be contacted to gain permission before an examination/treatment (except in the case of a life-threatening emergency). Explain the medical situation on the phone verbatim:

“[Camper's Name] is experiencing [Medical Issue and Details]. Because of our concern for the well-being of [Camper's Name], their private areas need to be inspected/treated. Any time our health care staff finds this necessary, we contact parents/guardians for their preferred method of handling this situation.

When dealing with a camper's private areas, we strive to remain hands-off and provide any necessary treatment by allowing the camper to navigate their clothing and body parts themselves. In situations where this is not possible, we require the consent of a parent/guardian.”

There are three options parents/guardians have and will need to pick one.

1. “By providing your verbal consent over the phone, you authorize [Name of Camp Nurse or designated medical staff] to treat [Camper's Name].
2. If you prefer, [Name of Camp Nurse or designated medical staff] will take [Camper's Name] to the Urgent Care Clinic or Emergency Room.
3. If you prefer to take care of this situation yourself, [Name of Camp Nurse or designated medical staff] will do their best to keep [Camper's Name] comfortable until you arrive.

Which option do you prefer?”

If they provide consent, read them the following agreement verbatim:

“I certify that I am the parent or legal guardian of the camper named above and that I have the authority to grant consent for medical examination.

I understand that the health and safety of my child are of utmost importance to Trail Ridge Camp, and I trust that any medical examination performed will be conducted in a professional and sensitive manner. I acknowledge that the examination may include a touch examination of the genital area. I understand that this examination will only be performed if it is deemed necessary for the health and safety of my child, and that every effort will be made to ensure my child's comfort and dignity throughout the process.

I hereby release Trail Ridge Camp from all liability and claims arising from or related to the medical examination.”

Thank them for their cooperation and understanding. Let them know that treatment will be provided with a third person in the room (backs turned) for accountability if they selected that option.

Once the phone call is finished, fill out the Parental Consent Form, sign and date it. If consent was given for treatment option 1, have the witness sign and date as well. File this form in the filing cabinet located in the infirmary. Thoroughly document the situation and provided treatment in the 2024 Nurse's Notebook.

Registration Day Procedures

Monday is registration day. Once check-in is over, the Camp Nurse will be given all medical information to review and begin logging. The Camp Nurse is expected to attend the volunteer meet and greet followed by orientation as an opportunity to meet the staff, volunteers, and campers.

Radio communication

You'll be issued a two-way radio that will keep you connected to key camp staff during the week

- Keep your radio charged. Every time you're able to charge it, please charge it.
- The only time you should turn off your radio is during chapel; but don't forget to turn it on immediately after chapel. When the radio is on, keep it on full volume.
- Never let a camper use your radio.
- Never temporarily loan your radio to another staff member. It stays with you.
- Keep your radio free from exposure to the elements. Do not let it get wet. Keep it out of direct sunlight for long periods of time.
- At the end of the week, turn the radio off, clean any dust off it and set it in the charger.
- How to use the radio
 - Hold the radio up to your mouth
 - Press the large PTT (Push To Talk) button and wait two seconds
 - Address someone (Example: Hey, Fred, are you there?) speaking clearly and loudly
 - Wait two seconds, then release the button and wait for their response.
 - Continue in conversation using this format.
- When talking on the radio
 - The goal of radio communication at camp is to get someone's attention and connect with them so you can have a face-to-face conversation with them.
 - Everything said can be overheard by everyone at camp or by radio scanners.
 - Never use a camper's name. Refer to them as a camper, your camper, or your little buddy. When addressing staff, only use their first name or "camp name".
 - Never be explicit with the information you share on the radio.

If you have any questions about any of these policies, please ask.

Aaron Schneider, Camp Director
(608) 479-0582, Cell
(608) 489-3810, Camp Office

