

HEALTHCARE

RELEVANT REGULATIONS AND RESOURCES

Recreational Camps under the Health Protection and Promotion Act, Regulation 568 of the Revised Regulations of Ontario, 1990

Personal Health Information Protection Act (PHIPA)

<www.health.gov.on.ca/english/providers/legislation/priv.html>

A healthcare manual specific to the camp

Canadian First Aid Manual such as St. John's Ambulance or Red Cross

A current drug compendium

A communicable disease textbook

A pediatric illnesses textbook

Available from the OCA office:

Camp Health Issues - a collection of articles pertaining to health and safety issues

OCA Crisis Response Manual

Running an Effective Camp Health Centre - a video/DVD

Compendium of Standards of Practice for Nurses in Ontario - available from the College of Nurses of Ontario

Contact information for camp doctor

Contact information for telehealth and poison control centre

Telehealth 1-866-797-0000 and Ontario Poison Centre 1-800-268-9017

GENERAL NOTES

Healthcare staff are the designated staff who provide health care and emergency treatment. This may include doctors, nurses, registered practical nurses and first aiders.

QUESTIONS

HEALTHCARE GENERAL

HC1 Does the camp have written objectives for healthcare?

Healthcare is any care given to campers and staff on or off the campsite to treat an illness or injury. This care may be given by a licensed physician, registered nurse (RN), registered practical nurse (RPN), first aider or, on an out-trip, by a designated individual. All persons taking such responsibility follow the procedures for care as set down by the camp in their Medication Guidelines and Treatment Guidelines (see HC20, HC21). Well-documented objectives give guidance to the healthcare staff, clarify their role at camp and assist in the yearly evaluation of the health program.

HC2 Is health care/supervision easily accessible to campers and staff during the camp's operating hours?

Health supervision is any activity carried out by the healthcare staff to promote and maintain good health. This includes teaching and consultation.

HEALTHCARE PROCEDURES

HC3 Are written procedures and equipment available for all campers and staff to prevent spread of infections?

Policies and equipment should be available to all persons on site and on out-trips. The major elements are: hand washing; the use of protective barriers, such as gloves and face mask; cleaning with a disinfectant and care of equipment; and the disposal of medical waste.

HC4 Are written procedures available for encouraging campers and staff to practise sun protective behaviour?

HC5 Are written procedures available for preventing and managing allergic reactions?

HC6 Are written procedures available for the management of outbreaks of communicable diseases?

The camp should obtain a list of reportable diseases from the local Public Health Department.

HC7 Are written procedures available for the management of accidents, medical emergencies or death?

The *OCA Crisis Response Manual* is a valuable reference.

HC8 Is guidance given to healthcare staff for making appropriate contact with parents or guardians?
Any significant change(s) in a camper's behaviour or medical condition warrants a call to the parents or guardians. The camp should also contact the parents or guardians if inadequate health information has been received. All contacts should be documented.

HC9 Is the healthcare staff involved in an on-going evaluation and development of procedures for the medical/healthcare program?
An annual review is recommended.

HEALTHCARE STAFF

HC10 Is one or more of the following staff on site at all times: licensed physician, registered nurse, registered practical nurse or certified first aider?

Staff qualifications should be adequate to manage the healthcare needs of the specific camp.

The OCA highly recommends that camps employ only registered health professionals such as physicians, registered nurses or registered practical nurses. RN/RPNs are responsible for practising in accordance with the standards of the profession, for maintaining a level of competence and for remaining aware of changes in current practices throughout their nursing career. RN/RPNs are accountable for their practice. They are regulated by the College of Nurses of Ontario (CNO) and the Regulated Health Professions and Nursing Acts. The use of the term "Nurse" is protected and can only be used to describe a RN or RPN.

A copy of the physician's, RN's or RPN's current license should be on file and their status with either the College of Physicians and Surgeons or the College of Nurses of Ontario checked prior to making an employment offer. Any physician or nurse must be licensed to practise in Ontario.

First aiders must have a current Canadian Red Cross Society or St. John's Ambulance Standard First Aid Certificate or a certificate that the Ministry of Health deems to be equivalent. Copies of current first aid certificates held by staff should be kept on file.

- HC11 Has contact been made with a local physician, medical clinic or hospital emergency department to notify them of the camp's operation and the possible need for future service?
When the healthcare staff is other than a licensed physician, an agreement for medical service and consultation should be made with a local on-call physician. Arrangements should be made with the nearest hospital, if necessary, for emergency care.
- HC12 Are the camp's doctors and nurses adequately insured for liability and malpractice?
See also Management and Administration MA11.
The camp physician and/or registered nurse(s) should be encouraged to carry their own Malpractice Insurance. In Ontario, nurses may obtain Malpractice Insurance through their professional organization.
- HC13 Is an orientation provided for new and returning healthcare staff?
An orientation for all healthcare staff as part of precamp training assists them in feeling part of the camp staff and makes them aware of staff organization, the lines of communication, the community resources and the general camp policies specific to the health program. This is particularly important for new healthcare staff.
Evaluations of the healthcare staff should be performed on a regular basis.

HEALTH CENTRE

HC14 Is the health centre adequately equipped to handle the anticipated health needs of the specific camp?

In every camp, there should be a health centre or designated area, which allows for the isolation of sick and injured staff and campers. It provides a place to rest or for overnight accommodation.

The health centre requires adequate equipment and supplies to handle all the normal medical and first aid needs of the specific camp. Consult with medical personnel before ordering stock, oral, injectable and topical medications. Keep medications and equipment simple and to a minimum. A yearly inventory establishes the required stock.

A telephone or other means of communication should be accessible.

A vehicle or other means of transportation should be easily accessible.

HEALTH RECORDS

HC15 Does the camp have a health record giving the camper's and staff's health history, health care needs and limits of his/her participation?

The personal health record for a camper or staff member should include a health history of illnesses, accidents, disabilities and immunization together with a current health record of medications, treatments, allergies or other conditions that may affect the individual while at camp.

The parent or guardian must notify the camp if their child has been in contact with a communicable disease within three weeks prior to arrival at camp.

HC16 Is documentation kept by the healthcare staff specifying the frequency and type of care received by each camper and staff by the responsible camp physician or by the hospital or other local healthcare service?

The documentation consists of on-going anecdotal notes written by the healthcare staff concerning such events as medications or treatments administered, changes in medical status, accidents, injuries, first aid, overnight stays in the health centre, periodic health inspections and treatments by the camp physician and/or the local hospital.

HC17 Are incident forms completed and filed after each health-related incident?

Complete an incident form after every incident, accident, medical problem, behavioural problem or other unusual event. Store incident forms separate from the camper's/staff's file.

See also management and Administration MA4.

HC18 Are health information and health records kept in a confidential manner?

The information on the personal health records is confidential and is available only to the director, healthcare staff, the camp physician and staff on a "need-to-know" basis with appropriate consent. To ensure privacy, health records must be stored in a secure location, and destroyed when they become obsolete.

Camp directors and healthcare staff must be aware of their responsibilities under the Personal Health Information Protection Act (PHIPA).

HC19 Are health records kept for a time period as advised by the camp's legal counsel?

TREATMENT AND MEDICATION GUIDELINES AND MEDICAL DIRECTIVES

HC20 Are current Treatment and Medication Guidelines and Medical Directives understood by all healthcare staff?

Treatment Guidelines are written protocols to manage illness and accidents. These treatment procedures are followed by the healthcare staff when giving care to campers and staff on the campsite, and by the trip leader or designated staff when on an out-trip.

Medication Guidelines give guidance for the administration of "over the counter", non-prescription medications. Using the original label for guidance, compile a list of medications, which includes: the name of the medication, indications for its use, appropriate dosage according to age and/or weight, the route of administration, the frequency with which the medication should be administered, and the commonly occurring symptoms that indicate the medication is needed. If the medications used at camp are only over the counter medications and the treatments are basic first aid, nurses do not require Medical Directives signed by a physician.

Treatment and Medication Guidelines do not need to be signed by a physician.

HC21 If Medical Directives are used, has the responsible physician signed them for the current year?

Medical Directives are prescriptions for procedures, treatments, drug administrations or interventions. They can apply to more than one individual. A Medical Directive is always written and refers to an order from a physician. Medical Directives are required for a RN/RPN to carry out procedures or give medications, other than "over the counter" medications and existing prescriptions.

If Medical Directives are used at camp, they must be developed jointly by the camp physician and the camp nursing staff and must be signed by the responsible physician annually after each review.

MEDICATIONS

HC22 Are medications at camp stored in a locked facility and handled and monitored in a controlled manner?

Personal medications brought by campers and staff to camp must be in the original containers and clearly indicate the name of the medication, the dosage, the route of administration and the frequency with which the medication should be administered.

Medications (oral, injectable, topical) are managed as follows: all personal medications for campers and staff are stored in a locked cupboard or under refrigeration, if necessary, in the health centre; the healthcare staff or person responsible for healthcare administers them; if individuals practise self-administration, the healthcare staff supervises this process; outdated medications are properly discarded.

HC23 Are the out-trip staff trained in the management of medications on out-trips?

Any medications included in the first aid kits should be clearly labeled with the name of the medication, the indications for use, the appropriate dosages according to age, the route of administration, and the frequency.

See also TR22.

EMERGENCIES

HC24 Is transportation available at all times in the event of an emergency?

HC25 Is there a telephone or other means of communication readily available to the camp?

HC26 Are emergency telephone numbers posted next to each telephone?

Recommended numbers include: 911 or the following where applicable: Fire Department, Police Department, Rescue Squad, Air Rescue, Ambulance, poison centre, anti-venom centre, on-call physician, camp caretaker (if off site) and the local health department.

HC27 Does information posted next to each telephone include concise directions to the site?

Include the municipal address. Submit a map of the campsite detailing its access and internal routes to all of the departments and centres that may be called in the case of an emergency. A visit to the camp by a member of each of the above organizations will help establish a better working relationship between the camp and the local community.

HC28 Are healthcare staff familiar with the camp's Crisis Response Plan?

Involve the healthcare staff in the development and organization of the camp's Crisis Response Plan. Transportation should be available for the removal of sick or injured persons to hospital when an ambulance is not necessary.

HEALTH ASSESSMENTS

HC29 Is there a procedure for the early identification of health issues?

Health assessments are brief screening procedures to obtain an impression of the health status of each camper. This assessment should be carried out as soon as possible after the campers arrive at camp. The following are suggested areas for attention: skin, eyes, teeth, mouth, hair, personal hygiene and general appearance. During staff training, instruct camp staff on what they need to continue to observe daily with their campers.

A review of each staff member's medical history by the healthcare staff is recommended.

HEALTH TEACHING

- HC30 Is the person in charge of healthcare given time, during staff orientation, to discuss the health program with the whole staff?
- Allocate sufficient time during staff orientation for the healthcare staff to introduce the philosophy of the camp health program, the extent of the health program, and staff responsibilities for the health of campers and the maintenance of their own health. Use every opportunity to teach campers about health matters such as hand washing, personal hygiene, sun protection and healthy eating.