Camp Beausite Northwest

Health Center Handbook

Created October 28, 2023
Updated May 4, 2024 - RB

Welcome to CBNW!

Thank you for being a part of our camp family! This guide is set up for you to hopefully give you the details you need to follow our protocols. We try to give our health staff the opportunity to be flexible where they need. We encourage you to spend your time with us relaxing and having a great time while making sure our medical needs are taken care of. As long as you are available, you are welcome to read, nap, walk, hang out, and participate in all things here at camp. There isn't a right way to do that part, so feel free to have the flexibility to be a part of our community as you need and want.

Your service here at camp is so valued and important. Without the role you're filling, we would not be able to serve a large portion of our campers. Not only are we impacting the lives of our campers, but their caregivers as well. Respite and personal time for self-care are seldom provided for a lot of our caregivers; Camp Beausite provides 3 - 6 days per session. Your experience and skill set give our camp families peace of mind and assurance that their precious cargo will be cared for and safe while at camp.

The following pages will cover general information regarding campers, staff, medication, treatment, COVID-19, and emergency protocols.

Thank you again for devoting your time, skills and compassion to a wonderful population of people. Have a great time!

Welcome!

Raina Baker, OrgL
Executive Director

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Important Details

There are always lots of housekeeping details and semantics of any workplace to learn. We are hopeful to give you enough information in this handbook to be able to know where to go and who to go to when questions, challenges, or more information is needed.

Assistant Program Director

- Kaylee Ellis: kaylee@campbeausitenw.org
- 360-640-4145 (text is great)
- Programs and Activities, Camp Schedule, Camper Behavior Management, Staff Support
- LIVES in Cougar cabin behind camper cabins/onsite during all programs

Administrative Manager

- Hilary Holtrop: hilary@campbeausitenw.org
- 360-837-0563 (text is great)
- Registration, Billing, Camper Files, New Enrollment Communications, Case Manager Liaison, Reports
- During Summer: At camp on Tuesday's and Thursday, remote Monday's and Wednesday's
- During Off Season: At camp on Wednesday's, remote Monday, Tuesday, and Thursday

Facilities Manager

- Mark Lavarey: mark@campbeausitenw.org
- 360-837-0562 (text is great)
- Maintenance, Cleaning, Projects, Landscaping, Facilities Management
- Lives four miles from camp

Food Service Director

- Summer: Anne Wood: annemh1979@gmail.com
    - Lives onsite during summer in Bear cabin behind the camper cabins.
- Weekends: Susie Marshall: planters6@gmail.com
    - Lives twenty minutes away from camp, commutes to camp
- When contact is needed, please see them in the Kitchen, or chat with the Program Director about your needs.

Program Director

- Amy Schmidtzinsky: amy@campbeausitenw.org
- 360-837-0561 (text is great)
- Staff Management, Hiring, Program Oversight, Camp Operations Management, Camper Management, Parent Communication, Scheduling, Cabin and Staff Bunking
- Lives onsite, year-round, down the road from camp

Executive Director

- Raina Baker: raina@campbeausitenw.org
- 360-837-0560 (text is great)
- Organizational & Board Management, Grievances, Human Resources, Fundraising, Financial Management, Marketing/Communications, Public Relations, Community Engagement
- Lives four miles from camp

Camp Schedule

Our schedule can vary a bit depending on needs, we are a small program which gives us the opportunity to be flexible at times. This is both a blessing and a challenge. Thanks for keeping up with us this weekend 😊

Please feel free to read, go for a walk, take a nap, or jump in on the activities!
We are so grateful that you are here and supporting our campers.

Summer Programs Schedule

Keep in mind that there are a few sessions that have a different schedule such as our one to one week and our adventure camp. Those sessions are typically shorter.

Monday
3:00pm – Arrive at Camp, prep for check in, staff check in their meds
3:55pm – Set up in parking lot for check in
4:00pm – Gates open, campers arrive, check in process
5:30pm – Dinner
8:30pm – Bedtime meds
9:30pm – Camper lights out

Tuesday - Friday
8:00am – Campers rise and shine, before breakfast meds
8:30am – Breakfast
12:30pm – Lunch
5:30pm – Dinner
8:30pm – Bedtime Meds
9:30pm – Camper lights out

Saturday
9:00am – Campers rise and shine, before breakfast meds
9:30am – Breakfast
10:30am – Campers Check Out
11:00am – Camp Clean Up, staff check out their meds
12:00pm – Staff Meeting
12:30pm – Staff Dismissed

Weekend Programs Schedule

Friday
5:00pm – Arrive at Camp, prep for check in
5:55pm – Set up in parking lot for check in
6:00pm – Gates open, campers arrive, check in process
7:00pm – Dinner
8:30pm – Bedtime med
9:30pm – Camper lights out

Saturday
8:00am – Campers rise and shine, before breakfast meds
8:30am – Breakfast
12:30pm – Lunch
5:30pm – Dinner
8:30pm – Bedtime Meds
9:30pm – Camper lights out

Sunday
9:00am – Campers rise and shine, before breakfast meds
9:30am – Breakfast meds
12:30pm – Lunch Meds
3:00pm – Campers Check Out
4:00pm – Staff departure

Daily Duties and Expectations

Daily Duties

- Keep Primary Health room clean and tidy
- Take out trash
- Keep OTC meds stocked
- Update medication deliveries daily
- Change bedding when appropriate

Summer Weekly Duties

- Monday: Check in Staff Medications @ 3pm, Prep for camp arrival, get settled
- Tuesday: Get the lay of the land and figure out your preferred medication delivery process.
- Wednesday: Inventory of OTC medications and Health Center Supplies
    - Spread sheet saved in the CHROME browser tab, this lists all items in the health center.
    - If we are low on any items, please e-mail Program Director for Ordering
- Thursday: Print all camper medical profiles for the next session, staple, highlight dinner medications
- Friday: Camper Nurse Notes Form: Brief description of camper interactions at health center, any challenges worth noting with medications, any visits that went in the health log, general information sharing to families/guardians.
- Saturday: Pack up camper meds, load cart for check out. General clean up. Check out Staff Meds.

Weekend Duties

Friday: Arrive by 5pm, prep for camp arrival, get settled
Saturday: Inventory for any health center needs – e-mail program director (see summer instructions)
Sunday: Pack up meds after lunch and prep for check out

Summer On Duty

The leadership team all has rotations for on duty needs and response when camp is in session. During the summer, we ask the nurse to participate in the On Duty Schedule. While our health staff are on call during the week for emergencies, so are our directors. We have a few positions in place, to hopefully help mitigate the need for the program director or executive director to be woken up every night for lesser needs that can be managed and spread out among several other staff.

- We have counselors on duty (COD) every night in each cabin, to support camper needs.
- If a COD needs support for any reason, then we have a head counselor on duty (HCOD) every night.
- If the HCOD needs support for any reason, then they go to the leader on duty (LOD).
- If the LOD needs support, go first to the program director, and finally to the executive director.

The COD and HCOD schedule changes weekly, but the LOD schedule remains the same for all of summer.

Monday	Tuesday	Wednesday	Thursday	Friday
Amy	Kaylee	Amy	Kaylee	Health Staff

Daily Breaks

The nurse is scheduled to have a break every day in the afternoon, if needed. There is a lot of downtime after the first day or so, so you may not feel like you need it. If you take a break or need to leave camp, let the program director know, so they can step in for any general health care needs while you are gone/on break.

Campers

Our campers are brilliant, unique, creative and passionate individuals. You're likely to fall for their endearing personalities rather quickly. We serve a wide range of folks who come with a wide range of diagnoses. Below is a list of diagnoses you're likely to come across during our camp sessions.

- Down Syndrome (T21)
- Autism Spectrum Disorder
- Developmental Delay / Intellectual Delay (DD) (ID)
- MRDD: Mental retardation, developmental disability
- Cerebral Palsy (CP)
- Prader-Willi
- Lennox-Gastaut (This is the only epilepsy primary dx you'll see)
- Tourette's Syndrome
- Fetal Alcohol Syndrome
- Static Encephalopathy
- Muscular Dystrophy
- Williams Syndrome

Each of our campers has a diagnosis that would generally be considered a disability. Diagnoses can range from mild to severe, but we keep staffing and ratios in mind at all times when considering campers. Additionally, most campers will come to us with secondary and tertiary diagnoses. They often include the following:

- Schizophrenia
- OCD
- PTSD
- ADHD
- Anxiety
- Depression
- Conditional Aggression
- Anemia
- Diabetes
- Sensory Processing Disorders

First Day Process

Cabinet LOCK Code: **000 - *Lock cabinets and Health Center Door, keys hanging by desk.***

Prior to your arrival

- A CampSite Profile for you with your personal e-mail will be set up and e-mailed to you ahead of time.
- A password will be set up using your Last name and first name initial along with the year that your account is being created in. For example: **BakerR2024**
- Prior updates and information will be input into the CampSite system from any guardian communication about meds or changes
- Print out all camper medical profiles & Highlight campers that have dinner and bedtime meds (this helps you sort through at check in and your initial medication delivery)
- Set up your check in cart

Check in Process

We ask our health center staff to be ready to go at 3pm. Our staff that live onsite will need to check in their medications with you prior to camper arrival at 4pm. You will need to be at your check in table station by 3:55pm, as the gates are opened at 4pm.

The medical profiles for your session will have been printed by the previous health center staff and they will have highlighted any campers who have dinner medications. This allows you to easily know who you need to service first as dinner happens quickly after check in (5:30). Sometimes there are very little dinner meds and prep is easy. If you need help just let a director know.

At the Health Center Table, every guardian SHOULD (this is a new system for them in 2024) be checking in with you. Even if they don't have any meds. Check in happens very fast, and it is important to note, that this isn't the ideal time to verify meds that are being handed in, with the meds on the list. Many of our families have been with us for a long time and feel very confident tossing meds and running. We are trying to get them to slow down just a bit and engage. But their training will also take time 😊 Your goal at check in is the following:

- Get the Check in Form turned in to you
- Have the guardian verify that the meds on the list are correct, and they have signed the form
- Guardians give you any special medication delivery details that you may need to know
- Ask any questions to the guardians that you may have
- Receive medications

Once everyone has checked in, then we **HIGHLY** encourage the double checking of medications and making sure that everything matches to the list in the system and what is on the bottles etc.

If any parents/guardians are trying to give you details about camper behavior support, ADL care, or dietary needs (unless meds are being mixed with food), please let them know that they need to share those details with the appropriate staff/tables:

- Camper Care Table (Swan & Eagle)
- Food Service Table
- Camper Care Table (Frog & Owl)

Check in Cart Set up

1) Tub
2) Cart
3) Sharpie
4) Pen
5) Highlighter
6) Couple of gallon zip lock bags
7) Tape for labeling things
8) Couple of bins just in case they are needed

Guardian Medication Verification @ Check in

1) Have the guardian verify medication, dosage, and time on print out
2) Add or delete any medications on form
3) Guardian will hand over their Health Care Assessment Form to you, staple this to the medical profile
4) Have guardian sign medical profile stating correct information on form
5) Be prepared for some guardians to be less communicative/have been here several times/don't feel the need to discuss (ie. Toss the meds and run 😊)
6) At check in set aside those campers with meds for dinner time – Use a separate tote or shelf on the med cart

Post Check in- Medication Verification

1) Once check in has been completed, you will need to go through and verify all medications
2) Check that medications match profile instructions and set up in profile/CampSite
3) Verify that camper has enough medications for the weekend
4) Verify that medications match dosages on bottles
5) Begin to set out meds for dinner and bedtime for Friday Night at a minimum
6) Dinner meds come quickly time wise

Late Check in campers

1) This happens more often than not. Once your campers have mostly arrived, you can coordinate with a director if it is okay to head back to the health center to get started on meds.
2) They will come get you when a late camper arrives so that you can do the medication intake process with their guardian.

Medication Management

Medication Set-up

1) You are welcome to pre-set all meds for the weekend in medication boxes per camper
2) You are also welcome to dole meds out individually at each medication delivery
3) Do you have a different process? We are always open to new ideas that make us better, more efficient

Medication Delivery

1) Set up cart in one spot for medication delivery
2) Set up cart by the beverage station, easy access for water
3) Campers come to you
4) May need to go find some campers, or campers with mobility challenges

Medication Delivery Logs

1) Deliver meds to campers first, then enter into medication delivery log system
2) Click on Medical Tab
3) Under Medication Delivery select Scheduled medication delivery log (camper)
4) Select the date, camp session, delivery time, order alphabetically
5) Click start delivering
6) Click on your camper
7) Select status

****The system will automatically mark the medications delivered, as missed at the end of the day. You need to enter in the deliveries before the end of the day, so that you don't have to go in and do them manually****

Before breakfast and bedtime meds

1) Go to each cabin
2) Use cabin list to find your campers

Parent Communication

If you have any questions or need any further information, please feel free to reach out to a guardian for more information. If you would rather, you are welcome to have a director do this for you.

- Please make sure that you log all communications in the communication log system in their camper profile.

Camper/Guardian Communication Logs

1) In the CampSite software system, the search by name field in the upper right-hand corner is your best friend!
2) Enter campers first name, select camper from drop down list
3) Campers have two profiles: 1) Family Profile and Camper Profile, you will want to go to the Camper profile by clicking on the campers photo

4) Click on the + Medical Tab
5) Click on Logs
6) Click on + Add communication log entry
7) This is where you would document any communication that you might have with a guardian about details/questions etc.
8) You can also access the Health Center visit logs from this process as well

Camper OTCs and Assessment

Access and administer OCT meds when asked for by campers.

1) **Consult allergies and "Forbidden OTCs'' for the camper before administration.**
2) In CampSite, fill out a Health Center visit log for each occurrence of administration. This will prompt you to provide CC, s/s, tx given, assessment data, and disposition.
3) If there are any s/s of COVID-19 not explained by other data (injury, pre-existing condition, etc), report to a director immediately to begin testing and isolating.
4) Assess campers upon request (injury, headache, dehydration, etc). Any camper with % COVID-19 s/s, including headache, nausea, sore throat, etc, requires a Health Center visit log. Include VS, orientation, and any other warranted data. Additionally, report to a director.
5) DOSAGE: Follow manufacturer's instructions on the medication container when determining whether to administer a pediatric or adult dosage. Additionally, follow dosage instructions.
6) Record dosage and strength given in the Health Center visit log on CampSite.
7) Ensure camper is of the appropriate age for each medication.
8) **No OTC medication should be administered consecutively for more than 24 hours without approval from the guardian.** If approval is given, indicate so in the Health Center visit log.

Over The Counter Medications

These are the medications that we offer at camp for non-emergent treatment. All guardians have read through our policies and procedures for our campers around this meds list and have given instruction and authorization for the use of these medications for their campers. Please note that some campers have contraindications and can't have some of our OTC meds. ALWAYS double check authorizations in camper medical profile.

Advil (Ibuprofen)
Aloe
Antibiotic Cream
Antifungal Creams
Aspirin
Benadryl (Diphenhydramine)
Cough Drops
Dramamine
Eye Drops
Fexofenadine
Fluticasone (Flonase)
Guaifenesin
Imodium (Loperamide Hydrochloride)
Loratadine
Pepto Bismol (Bismuth Subsalicylate)
Robitussin
Sudafed
Topical Hydrocortisone Cream
Tums
Tylenol (Acetaminophen)

Health Center Visit Logs

1) Click on the medical tab across the tool bar at the top of the CampSite page
2) Under the Health center visit logs select Begin new log entry
3) Type in your campers name and select them from the drop down list
4) Fill out the medical log pertaining to the reason for their visit to you: band aid, tummy ache, cramps, etc.
5) Once you have entered in all pertinent information click finish and close log
6) You can also access this from the individual campers profile in the medical section of their profile

Staff

Our staff (cabin staff, kitchen, medical, leadership, facilities, etc) also fall under your care while on camp property. You are not obligated to provide any regular/scheduled care, treatment or assessment. Below is a list of your responsibilities pertaining to staff:

Staff Medication

1) Weekend Staff do not check in medications. They keep their meds in their cars.
2) Summer Staff check in medications at the start of the week. These meds are delivered by our health care staff. This ensures that staff are getting their meds when they need them and that we have a log of all meds being taken in case of an emergency.
3) A list of staff who have meds that you are dispensing will be in the Health Center, and the staff medication will be entered into the medication management system.
4) Staff will check out their meds after camp is over each week, so that they can take their meds over their weekend.

Staff Care Needs

1) Access and distribute OCT meds when asked for by staff. In CampSite, fill out a Health Center visit log for each occurrence of administration. This will prompt you to provide CC, s/s, tx given, assessment data, and disposition.
2) If there are any s/s of COVID-19 not explained by other data (injury, pre-existing condition, menses, etc), isolate the individual and report to program director immediately to request a rapid test.
3) Assess staff upon request (injury, headache, dehydration, etc). Fill out a Health Center visit log. This can be inputted within 24 hours.
4) If there are any s/s of COVID-19 not explained by other data (injury, pre-existing condition, menses, etc), isolate the individual and report to a director immediately to begin testing.

Emergencies

911 Protocol

1) Director to call 911 in any possible situation, if a director is not available, this responsibility falls to the Health Staff
    a. When on the phone with dispatch, please inform them to arrive with no sirens.
2) Facilities Manager or Assistant Program Director is to meet EMS at the gate and give them instructions to pull into the MAIN parking lot, where they will meet with a director
3) The director will communicate basic information and guide them to the person/location in need of care
4) The health staff is to remain with the patient and then give information to EMS staff, as they take over triage and care
5) Once EMS has taken over, it is the health staff's job to return to the health center and gather all medications and the medical profile to be taken to the ER with the patient. This information and meds should be given to the director who will be going to the ER with the patient.
6) The health staff is then to resume regularly scheduled duties as their primary responsibility is to care for the remaining people at camp.
7) A director will instruct one of the staff of the cabin to pack a "go" bag with the necessary items for the patient to be comfortable while at the ER/hospital. Change of clothes, special value items, wipes/briefs, etc. This should be given to the director going to the ER/Hospital.
8) The program director will identify an additional staff member to go to the ER/Hospital with the director
9) The director that remains on site is responsible for calling the guardian if this has not already been communicated to them to give an update and let them know where they need to go to meet with the patient and take over care.
10) Counselors are to remain with cabins and shelter in place and distract their cabins

Fire, natural disasters, dangerous intruder, etc.

1) Cabin staff are responsible for evacuating campers
2) Medical staff are responsible for gathering of medications, health center computer, and any other pertinent items pertaining to the health of our campers and staff.
3) Leadership staff are responsible for the decision making process and implementation of protocols, they will assist in all aspects of protocols per their responsibilities.
4) See staff handbook for complete instructions on emergency protocols

Seizures

1) If camper was or is seizing with no hx of seizures, the health officer or a director will call 911
2) If camper was or is seizing with prior hx of seizures, any available staff will time seizure.
3) If camper has a prior hx of seizures, administer rescue medications if prescribed.
4) The health officer or a director will call 911 if (a) Seizure lasts longer than acceptable time for camper or (b) Seizure lasts longer than **5 minutes,** whichever comes first.

Seizure Protocol

1) If standing, lower to ground; supine. If sitting, only lower if not in W/C
2) Instruct someone to time seizure

3) Instruct someone to call/the health officer and a director (we will also call 911 if needed) if seizure is not WNL
4) Move hazards away, cushion head, ensure open airway
5) Do not restrain
6) Administer rescue meds if prescribed
7) Place in recovery position if applicable

Allergic Reactions

See autoinjectors for appropriate dosage. When in doubt, if camper appears 12 years or older, administer the adult dosage. All epinephrine available to us will be in the nurse's room, with the AED.

1) If staff or camper is displaying manifestations of anaphylaxis, administer epinephrine immediately. Instruct someone to call a director. If a director is not immediately available, nurse calls 911.
2) Continuously monitor VS: Pulse oximeter, HR, RR, BP, Temperature
3) If VS not WNL, call for AED as backup tx
4) Administer CPR/AED as needed

Mild to Moderate Injuries

1) Provide privacy
2) If spatter is likely, don faceshield, gown, gloves, mask
3) Record all VS
4) Assess for signs of abuse
5) If skin broken by animal, report to a director
6) If skin broken by self or other person, report to a director
7) Notify guardian of injury, if deemed necessary, via phone call. Do not leave detailed/sensitive voice messages
8) Submit a Health Center visit log
9) Reassess twice daily

Severe Injuries, Casualties, Tragedies

1) Notify a director to call 911; health staff calls if necessary
2) No detailed contact with staff or campers unless in immediate danger
3) No contact with parents, guardians, or inquirers until emergency plan has been formulated by a director
4) Executive Director is the only person who may have any contact with press/media
5) Triage/provide care as deemed appropriate.
6) Delegate tasks to other staff such as AED retrieval, medications, epi, CPR, etc

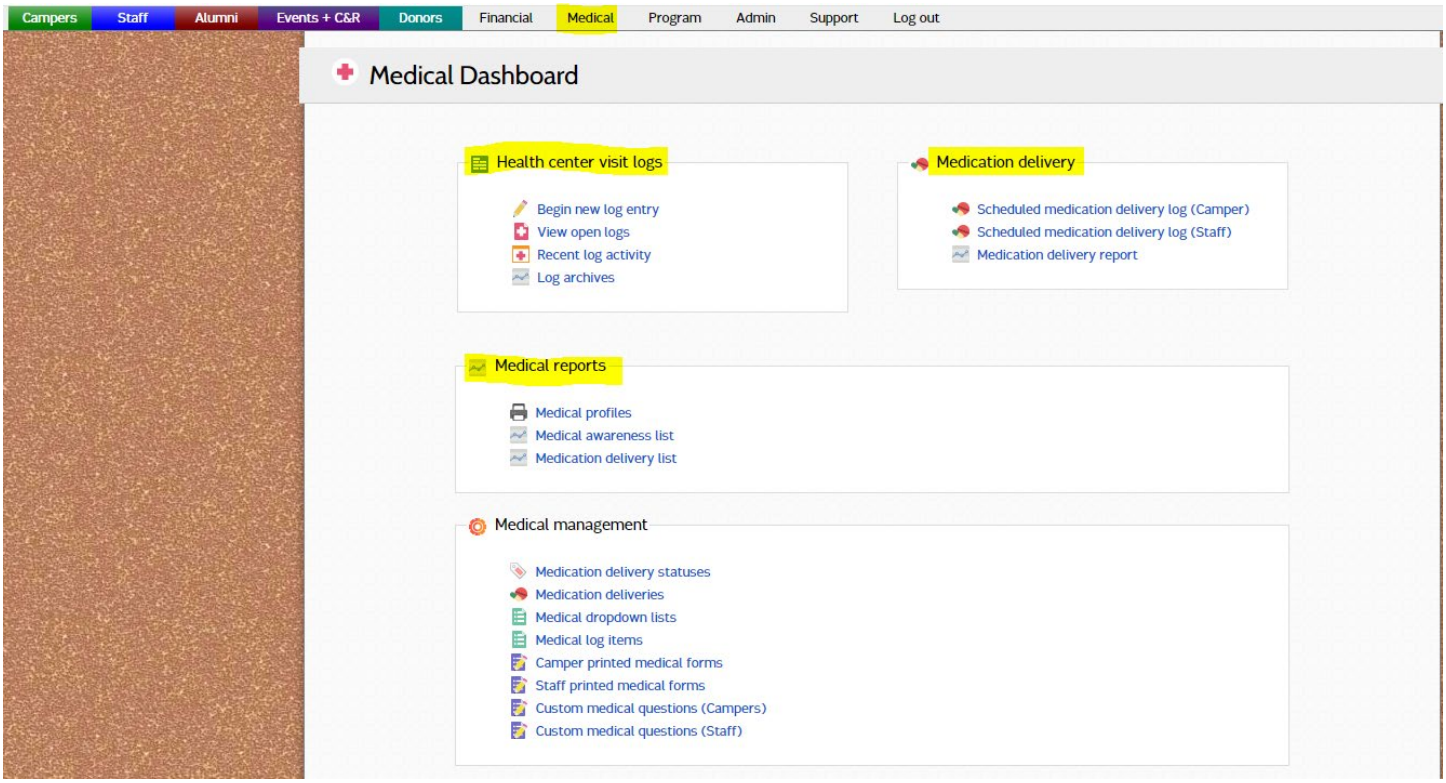
CampSite Medical Record System

We know that every system is different and can be really overwhelming when trying to learn on the fly. We have put together some step-by-step instructions to help you learn through the system the best you can. The following pages in the health center handbook covers the following topics:

1. Medical Dashboard
2. Health Center Visit Logs
3. Medication Delivery
4. Missed Medication Delivery Process
5. Accessing Camper Profiles
6. Medical Profiles
7. Medications
8. Support/Help

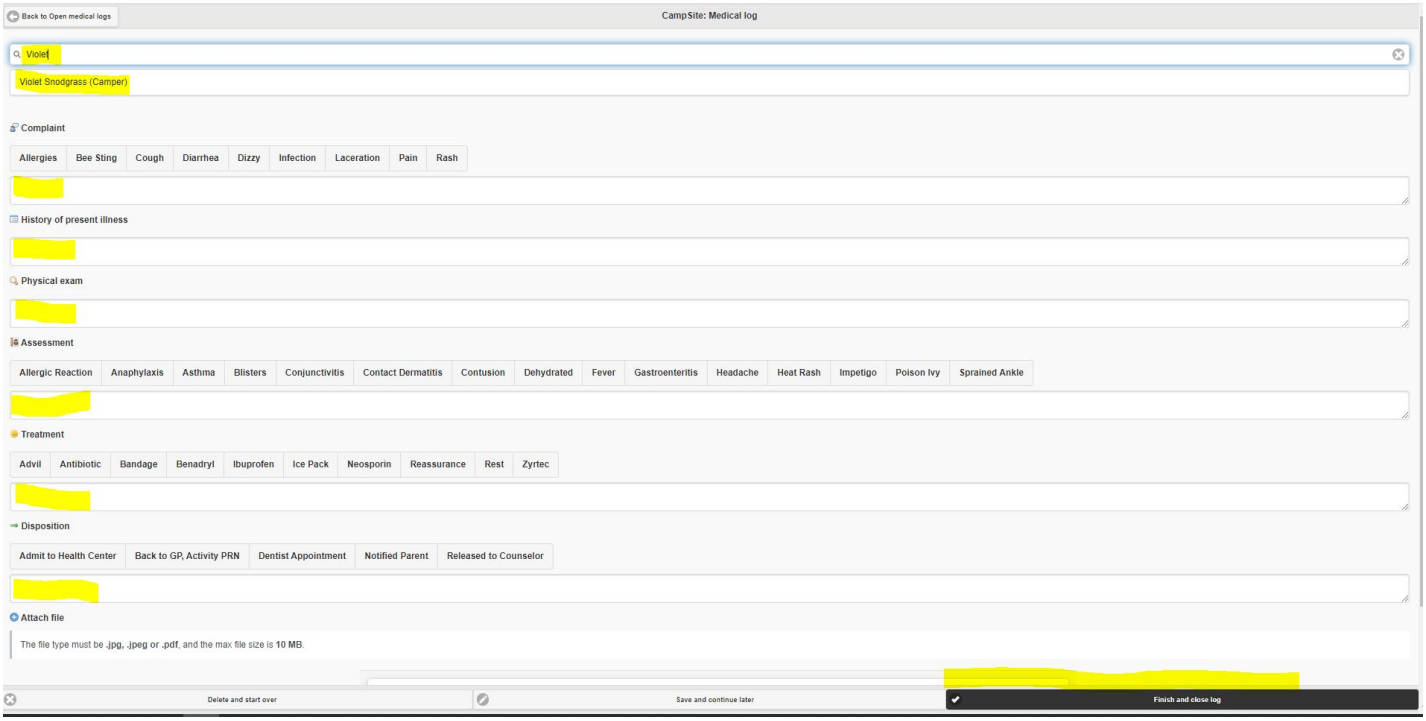
Medical Dashboard

1. In order to access the Medical Dashboard, first you need to log into campsite.
2. Along the top ribbon of the page, click on Medical
3. The dashboard gives you access to all of the medical profiles, delivery logs, new logs, and much much more.
4. Focus on the top three Dashboards:
    a. Health Center Visit Logs
    b. Medication Delivery
    c. Medical Reports



Health Center Visit Logs

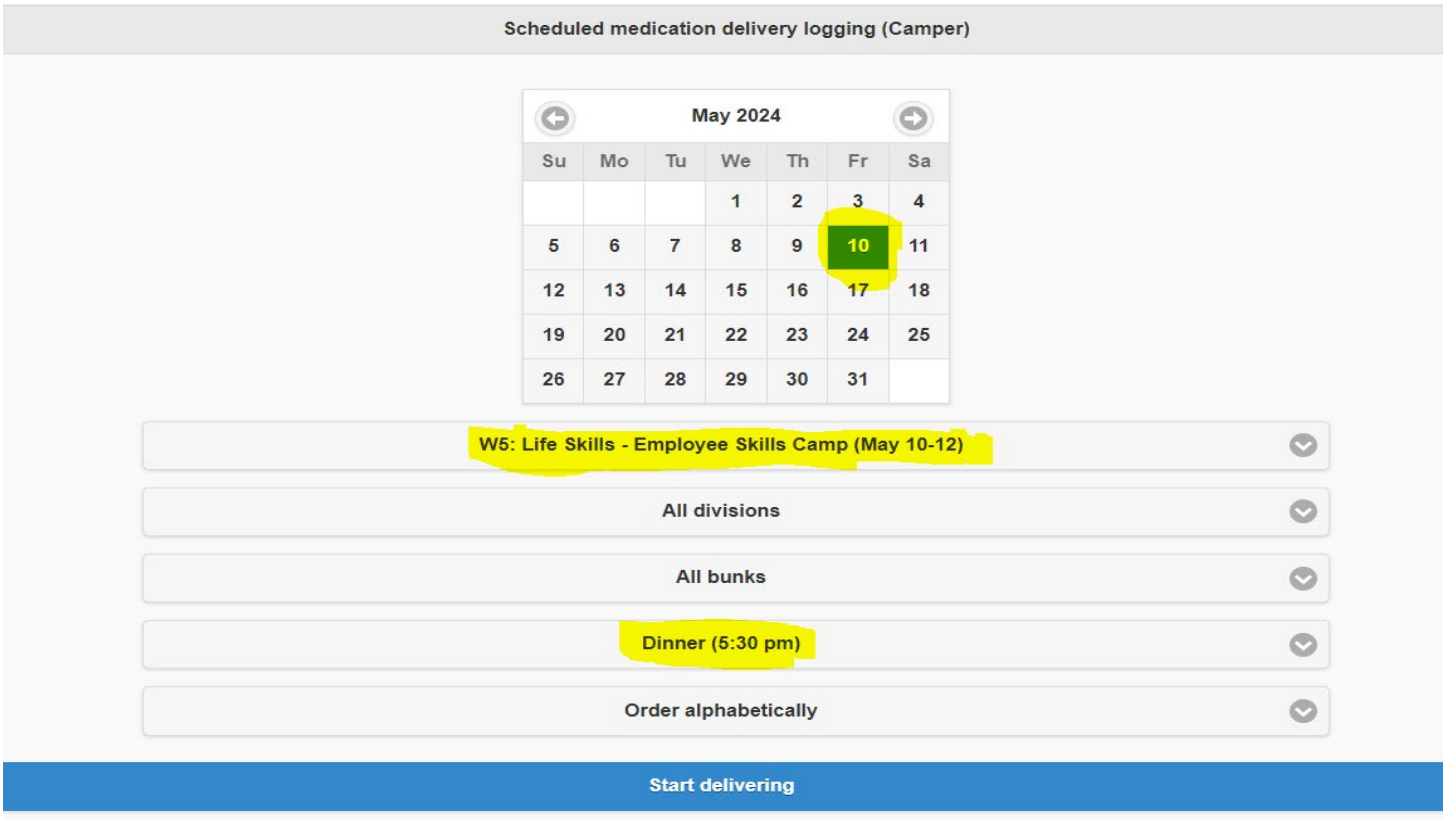
1. When you are on the medical dashboard, select Begin New Log Entry
2. Start typing the name of the camper who is being seen
3. The log will give you options to fill out information for the following:
    a. Complaint
    b. History of present illness
    c. Physical exam
    d. Assessment
    e. Treatment
    f. Disposition
4. You will need to fill in each section, even if it is to say NONE in the notes.
5. Then select Finish and close log at the bottom of the page



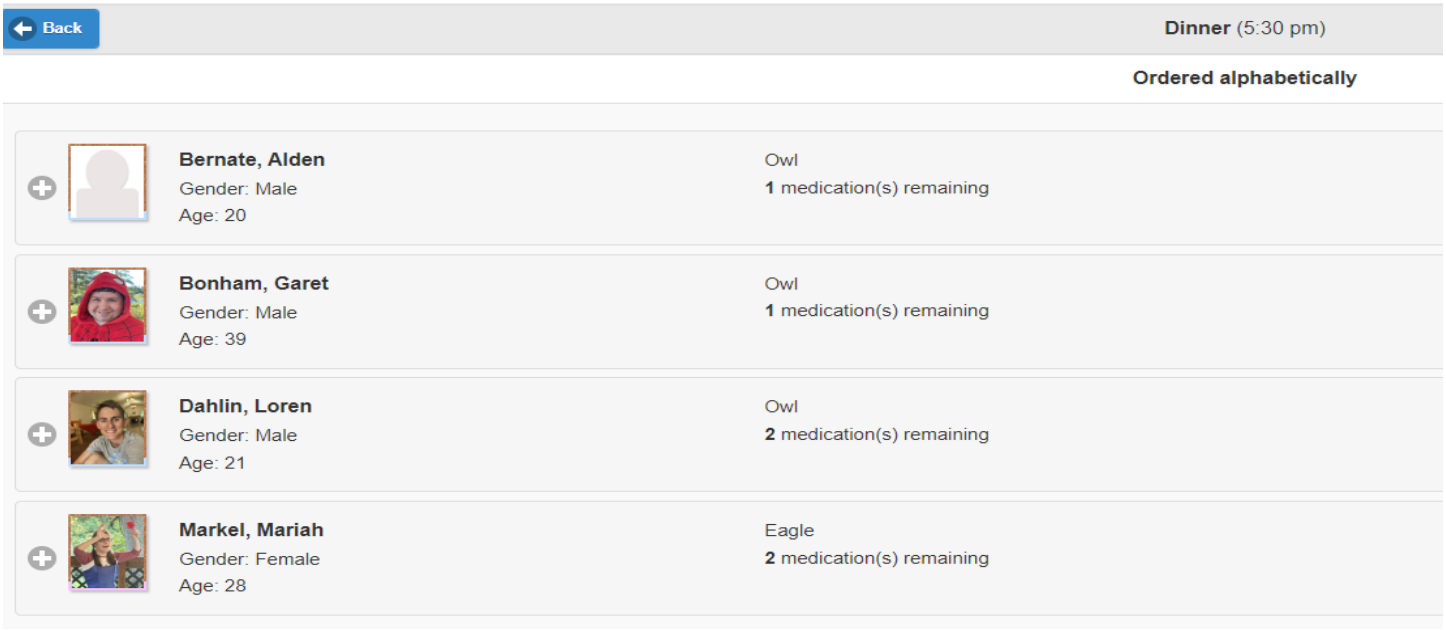
Medication Delivery

BE AWARE: The system automatically flips every status to MISSED at midnight each day. To avoid having to do your delivery records manually in the system, do not go to bed until your medications have all been recorded.

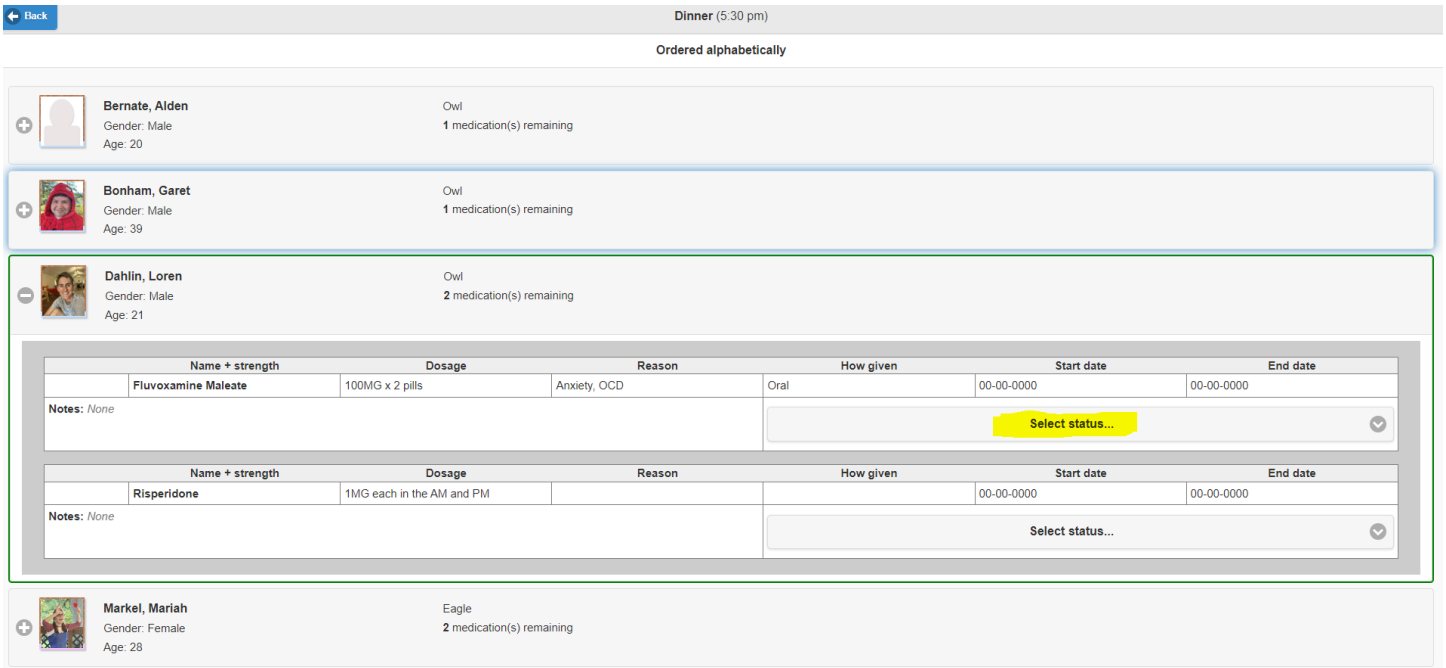
1. When you are ready to log your medication deliveries, locate the Medication Delivery section on the dashboard
2. Select Scheduled Medication Delivery Log (Camper) or (Staff)
3. Select the date, camp session, and delivery time (dinner 5:30)



4. Then select Start delivering at the bottom of the page.
5. The system will then show who you have medications for, at that time.



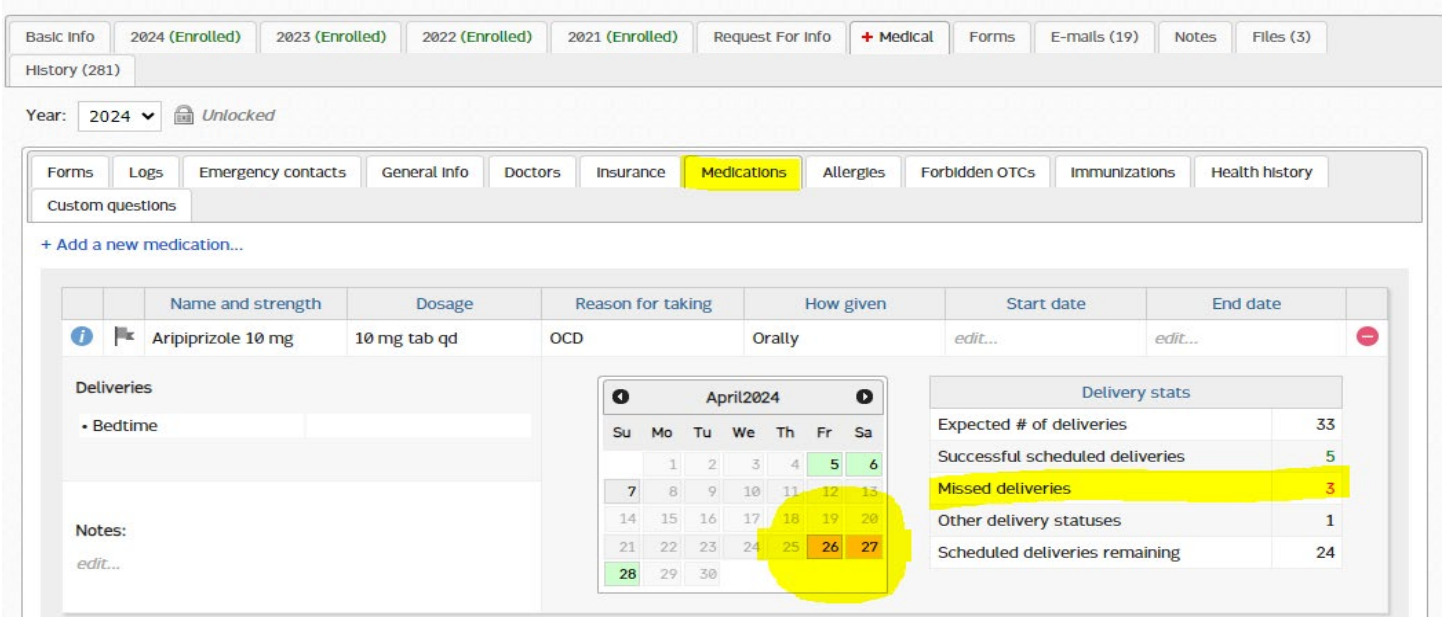
6. Select the camper that you need record deliveries for
7. Select status for each medication
8. The options will be Delivered, Expired, Med not Available, Missed, Refused, Was Not at Camp
9. You will do this for each delivery timing throughout the day



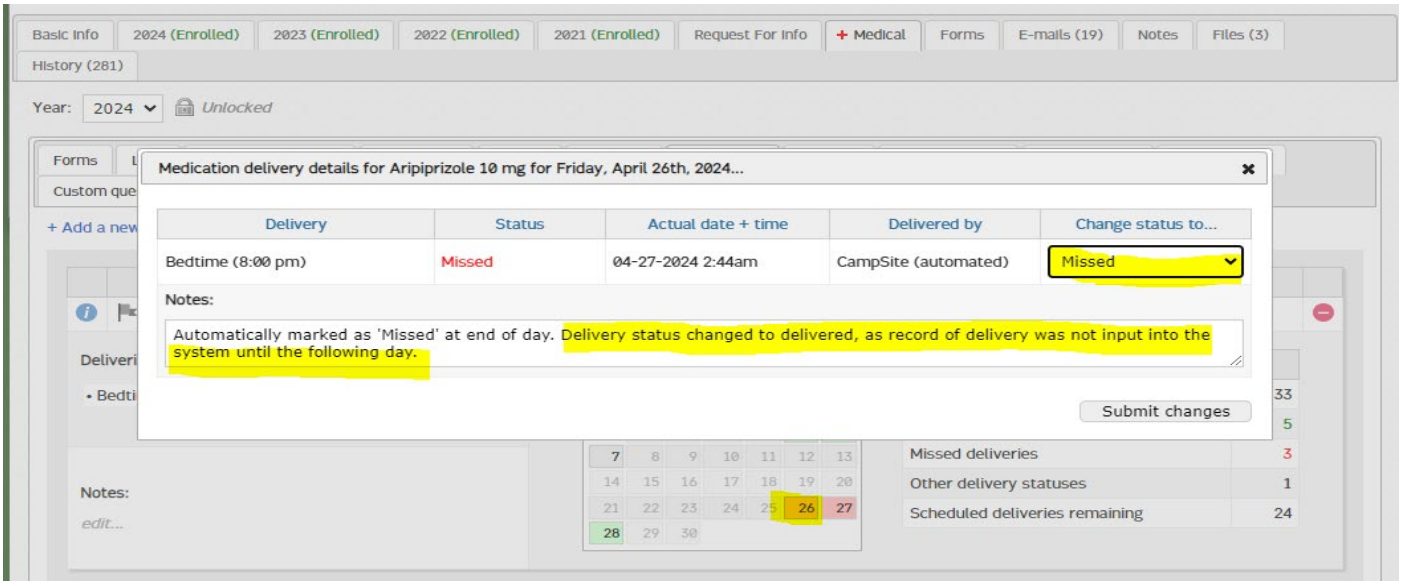
Missed Medication Delivery

The system automatically says the delivery has been missed, if you haven't logged in your deliveries at midnight each day. If this happens (It does!) then you will need to go to the campers individual profile and manually enter the delivery in. **ALL Medication deliveries MUST be marked in the system by the end of your session.**

1. Go to the campers profile
2. Click on the medications tab
3. You will see that a camper in this case has three missed deliveries.
4. The date will be highlighted in red, so you can go to it easily.

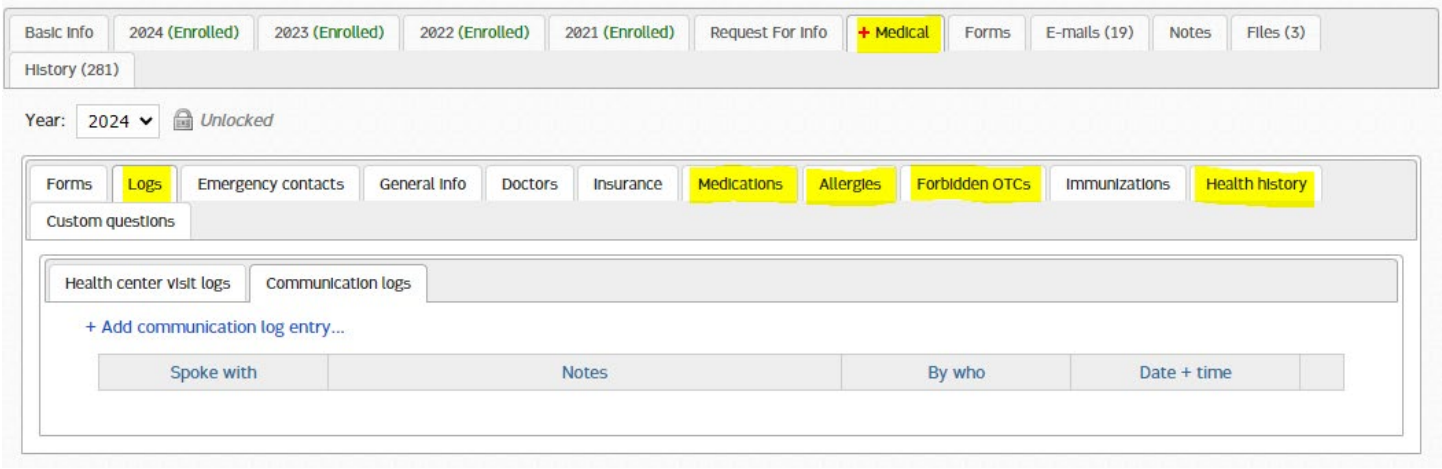


5. Select the day that has the missed delivery.
6. A box will pop up and give you the option to change the status to delivered.
7. Then make a quick note.

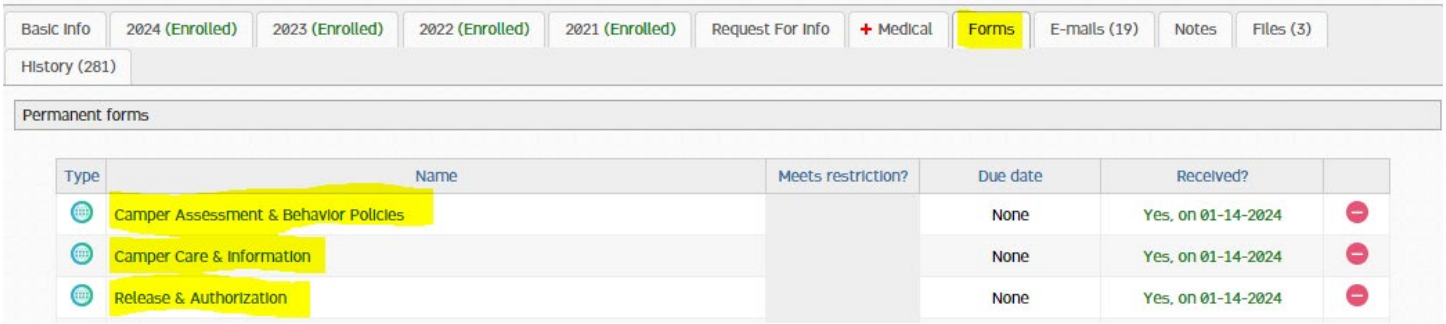


Accessing Camper Profiles

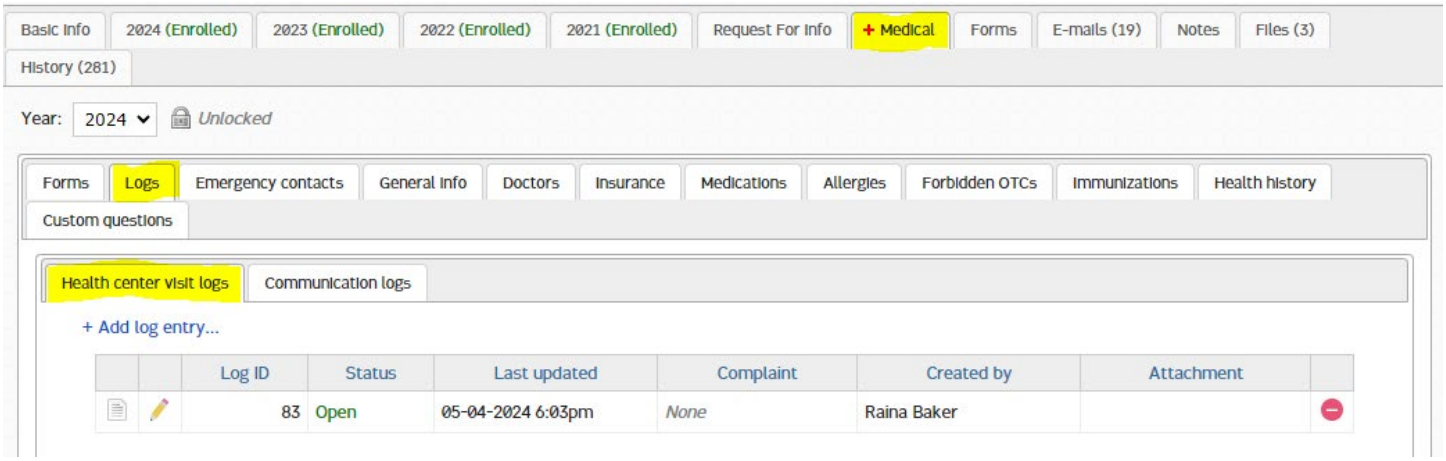
1) In the search bar type in the campers name
2) Select the camper
3) Click on the campers photo – this will take you to the camper profile
4) You can access ANYTHING you need to access from a campers profile for medication entry, logs, forbidden OTC's etc.
5) There are two tabs that are very useful and important for our health staff. The medical Tab and the Forms Tab.
6) The Medical Tab gives you access to a lot of information. The most important for your use will be Logs, Medications, Allergies, Forbidden OTC's and Health History.



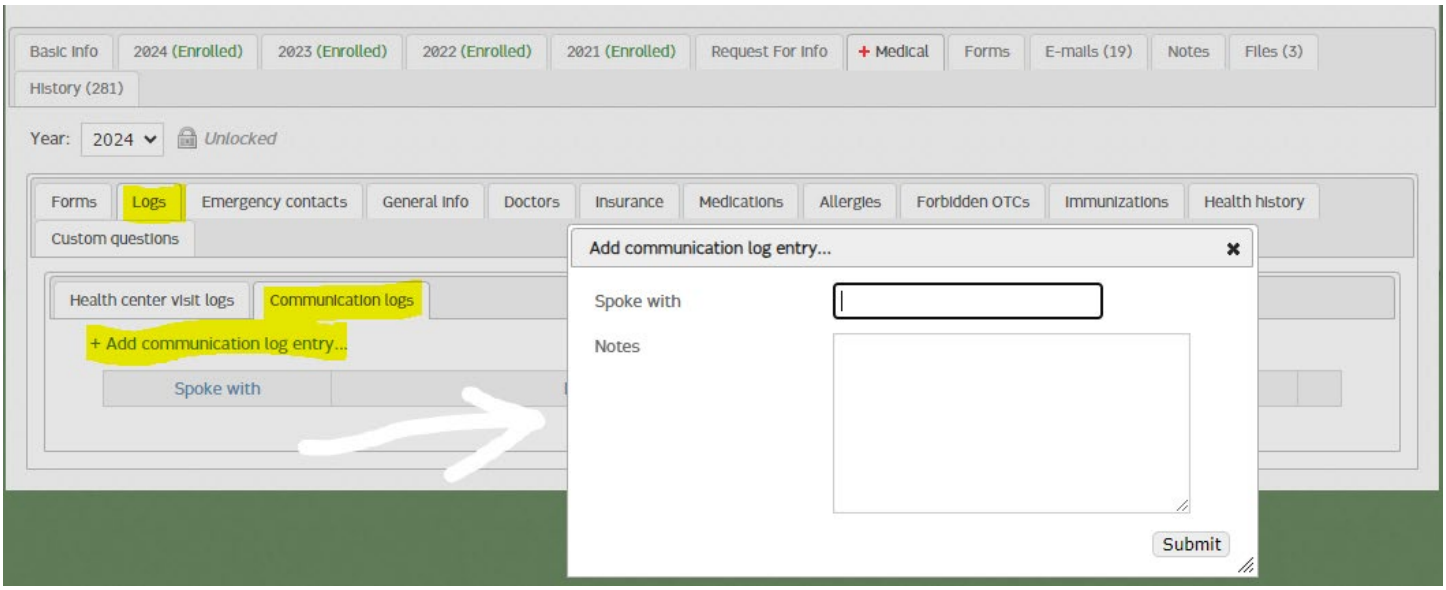
7) The Forms Tab gives you access to the information that the caregivers and families are sharing with us about their camper. The top three forms that show up will give you extra details and information that isn't included in the medical tab, but is often very helpful and useful.



8) Access Health Center Logs from a Campers profile



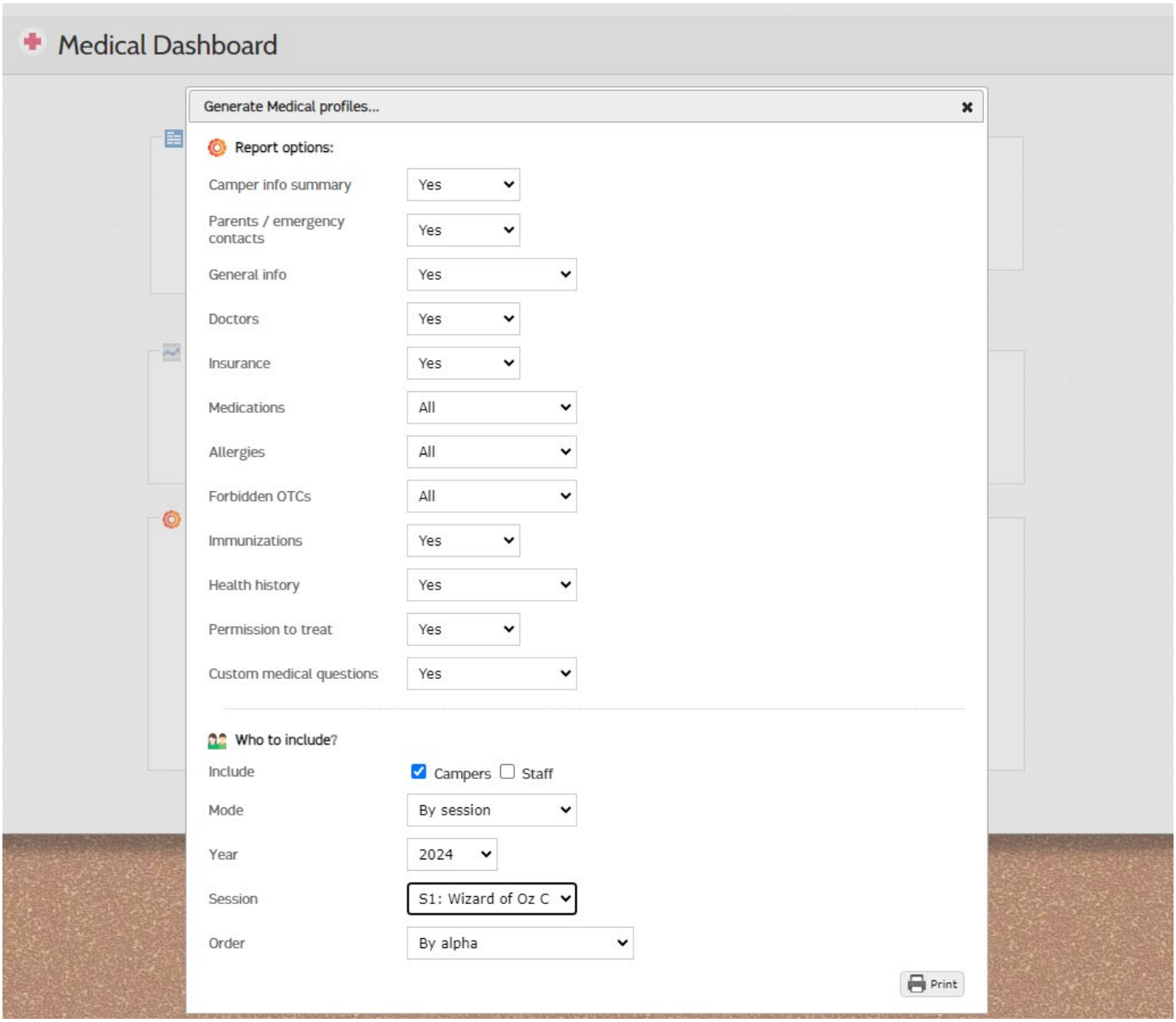
9) Access Communication Logs from a Campers profile



Medical Profiles

You can access individual profiles as well as the entire session. The health staff in the previous week or one of the directors will have printed out all of the medical profiles for you. You will need to do this for the next person for the summer sessions. This is not necessary for weekend health center staff.

1. In the medical reports section, select medical profiles
2. Each drop down menu wants to be selected with Yes or All
3. Select Campers
4. By Session
5. Then the session you are wanting to print or view
6. Select Print
7. If you want to just view them, select print, then cancel, and they will show up in web PDF form.



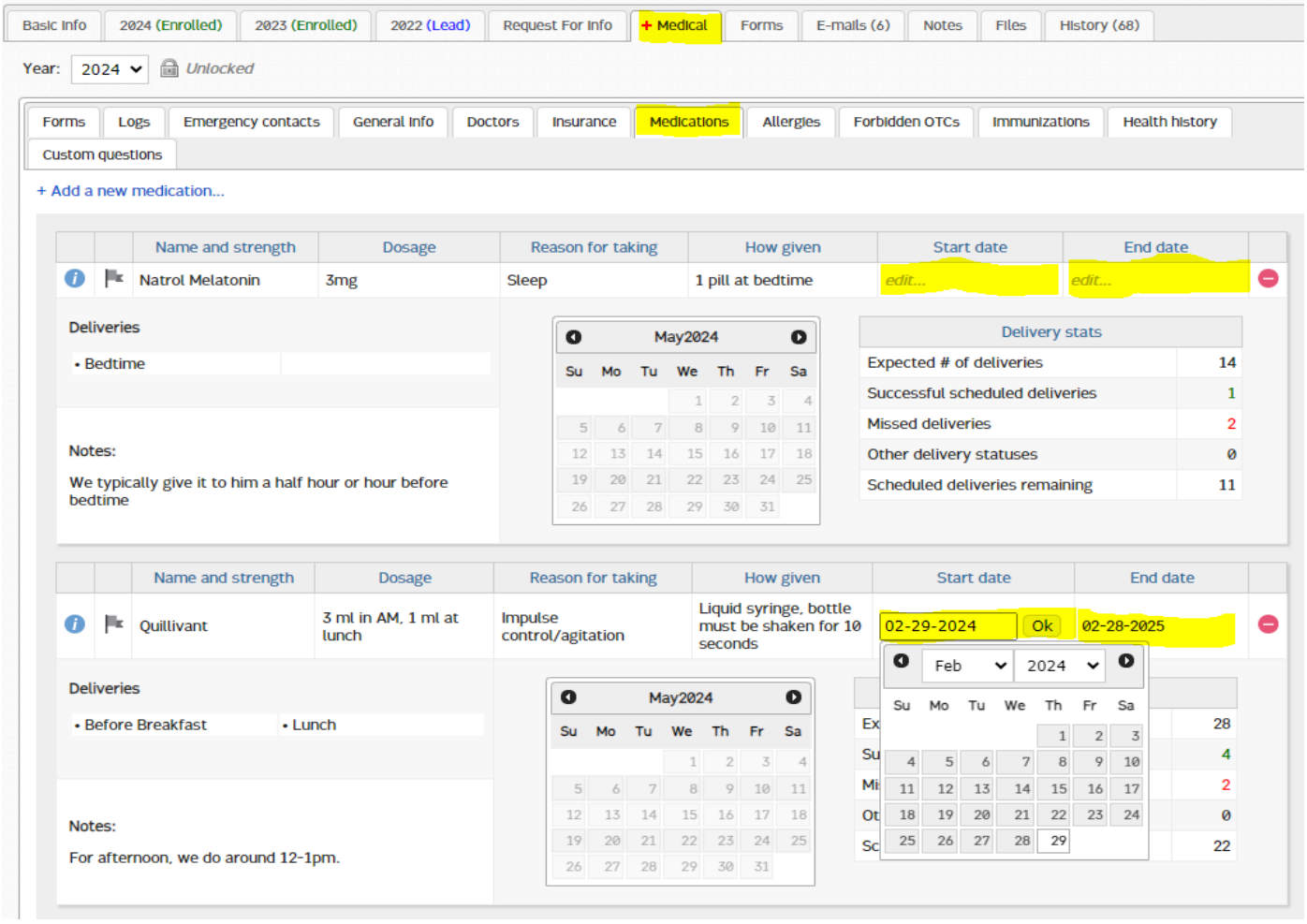
Support and Help

The CampSite system is great for help and support. At any time you can select the Support tab on the top of the page and it will take you to ALL of the videos and instructions about the system. Click on the medical module and it will show you everything you need to know. If you have a specific question that a director can't answer or we need more details information on who to fix an issue, you just click contact us and they will respond within an hour two.

Common Challenge

Sometimes there are issues where a medication is in the system, but it isn't showing up in the delivery report. 9/10 times this is because the date that has been set in the system is wrong. Look at the campers profile and see the start date and end date. Most of the time, those dates are wrong. The easiest way to fix this, is to erase the date.

1. Open camper's profile
2. Select the Medical tab
3. Select the medications tab
4. Find the start date and end date field
5. Double click on the date
6. Erase the date
7. Hit OK



Camper's NAME: _____ **CABIN:** _____ **HEAD COUNSELOR:** _____

Camp Beausite Northwest Check-In Form

Welcome to CBNW!!!! We have implemented a new check in process for 2024! We hope you find this new process efficient and welcoming, so that you may be more involved in your camper's arrival.

Check In Process

1. Pull in and park in the parking lot and fill out this form
2. Staff will be ready to help you and your camper to unload luggage if you need assistance
3. Head to your cabin (listed above), and help your camper get settled
4. Please check in at each of the tables set up in front of the cabins
5. **Turn this form in at the Health Center Table**

Basic Health Assessment

1. Is the camper bringing any medication to camp? ☐ Yes ☐ No
2. Is the camper bringing any special foods to camp? ☐ Yes ☐ No
3. Has your camper had any recent flu/cold symptoms in the last 72 hours? ☐ Yes ☐ No
4. Has your camper had any recent injuries we should be aware of? ☐ Yes ☐ No

Please explain if you answered yes to questions 3 or 4: _____

_____

_____

We know that many of you have been with us for years, but most of our staff are only just getting to know our campers.

☐ **Camper Care Table**

- First Table: Swan or Eagle cabins
- Last Table: Frog or Owl cabins
- Please check in with the head counselor of your camper's cabin. This is the place to share any care details, special information, tips for communication and behavior, and to give our staff an opportunity to ask questions.

☐ **Food Service Table**

- Every camper needs to check in at the food service table.
- They will be given a RED or a GREEN bracelet to designate if they have special dietary needs.
- Turn in any special food items that you may have brought
- Discussions about food expectations, care, needs, preparation etc.

☐ **Health Center Table**

- Every guardian needs to check in at the health center table. Even if there are NO meds to turn in
- Please turn in ALL meds to our health care staff
- Verify your campers' meds that are listed, form attached

Who will be picking up the camper? (Name) _____

Acknowledgement: I have been forthcoming about the care and needs of my camper and have disclosed all necessary information. All medications are listed correctly per the details of the medical profile attached to this form.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Check out is at 10:30am, please be aware of our late pick-up policies & fees, and plan accordingly for your travel.

Incident Report Form

Camp Beausite Northwest

Developed by the American Camp Association®

Fill out 1 on each incident or person

Today's Date _____

☐ Program Director

☐ Executive Director

First & Last Name Person filling out this from _____

Address _____

Street & Number *City* *State* *Zip*

Name of Person Involved_____ Age ____ Sex _____ ☐ Camper ☐ Staff ☐ Visitor

First & Last

Address _____

Street & Number *City* *State* *Zip*

Name of Parent/Guardian (if minor) _____

Address _____

Street & Number *City* *State* *Zip*

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____
2. _____
3. _____

Type of Incident † Behavioral † Accident † Epidemic Illness † Other (describe)

Date of Incident/Accident _____ Hour_____ † a.m. † p.m.

Day of Week *Month* *Day* *Year*

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

_____

_____

_____

Where occurred? *(Specify location, including location of witnesses. Use diagram to locate persons/objects – use back of report if needed.)*

Was injured participating in an activity at time of injury? † Yes † No If so, what activity? _____

Any equipment involved in accident? † Yes † No If so, what kind? _____

What could the injured have done to prevent injury? _____

_____

Emergency procedures followed at time of incident/accident _____

_____

By whom? _____

Signature _____ Position _____ Date _____

Phone number _____