

Camp Health Office – Job Role

Day Camp – Short Term Camps

Volunteer or \$100/day or \$200/weekend (Friday evening to Sunday lunch)

Overview

The Camp Health Officer is the onsite responsible party for all elements of the health care and first-aid of the participants, volunteers, and staff.

This includes all aspects from overseeing and maintaining all safety equipment, reporting supply needs to camp director, screening on arrival, first-aid rendered during the event and related paperwork including first-aid logs books and incident reporting.

Responsibilities

Medical Information - Upon the commencement of camp, collect the required information and ensure its correct storage. Health forms and permission forms must be on file in a secure location accessible to appropriate staff members while the camper, adult leader, or staff member is in attendance. Health information is shared only on a need-to-know basis. (HS-503)

Medical Screening and Follow-up – Conduct the screening of the medical forms and collect relevant information on medications, limitations, special needs, life-threatening conditions, and similar. All circumstances affecting participation in camp activities or requiring ongoing medication or other follow-through are immediately documented, then appropriate staff members or unit leaders are notified on a need-to-know basis. (HS 504)

Medical Care Policies and On-site Treatment Procedures – Review and be familiar with the Chief Seattle Council issued policies and procedures and sign each event that you have done this (first time or refresh). Complete the Council Emergency Information Form for each event. (HS-505 & HS-506)

Medical Recordkeeping and Reporting – Complete the First-Aid logs (for campers and staff) for medical treatments and medication distribution. Finalize at the end of the event with the Camp Director then handover to a council staff member (Camp Director or Program Director as applicable).

Follow the National BSA guidelines for injury, illness, and incident reporting, including but not limited to reporting to the Camp Director, the Program Director, and the BSA Incident Reporting System. Reports may include, Incident reports, near-miss reports, and YP reports. Reporting knowledge may also be used for non-medical related reporting as the on-site resource for this area.

Medication Control and Record Keeping – Maintain, control, and record all prescription and over-the-counter medications stored a locked location as per the related procedures and policies. (HS-508)

Medical Care Area – The set-up and maintenance of a medical care area for the duration of the event. This may be an established location at a scout camp that has a handover from and back by the camp director/ranger, or a pop-up self-contained location meeting the minimum NCAP requirements using council or unit equipment. (HS-509)

First-Aid Kits – On arrival at the camp check the first aid kits and ensure they are at standard (as per council policy/procedures) and distributed to on-site program areas more than 100 yards from the medical care area. At end of camp collect, record any medical log information within them, report items to be replaced, and return to council. (HS-510)

Requirements

- Must be at least 18 years old (SQ-405)
For Day Camp it is preferred to be at least 25 years old or 21 years old with prior Camp Health Officer Experience (RP-453).
- Lives/camps on-site (if overnight) and available always while the event is running.

Qualifications

Event that has **less** than 10 minutes before access to emergency care then...

- American Red Cross Standard First Aid or Wilderness First Aid
And
- CPR/AED for Professional Rescuers and Health Care Providers.

Event that has **more** than 10 minutes before access to emergency care then one of the following...

- a) Licensed physician
- b) Licensed nurse practitioner
- c) Nurse (RN, LPN, or LVN). Nurse's aides, Certified Nursing Assistants (CNAs), and assistants do not qualify.
- d) Licensed physician assistants
- e) Paramedic
- f) Emergency medical technician (basic, intermediate, or paramedic)
- g) Emergency medical responder, i.e., current state license from the state in which the camp is located or current Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians (www.nremt.org) or, until 2017, eligible for certification on the National Registry.

Event has **more** than 60 minutes access to emergency care then...

- Requirements for more than 10 minutes
And
- A current certification in American Red Cross Wilderness and Remote First Aid, Emergency Care and Safety Institute Wilderness First Aid, or equivalent

MUST also have...

- Youth Protection Training (SQ-402)
- Understanding and Preventing Youth on Youth Abuse Training for Camp Staff (SQ-402)
- Hazardous Weather Training (SQ-402)
- Camp Health Officer's Training Course (SQ-405)
- Personal Identification Information (PII). (To be able to complete HS-504)
- BSA Incident Report System Training (To be able to complete HS-507)

Required Verifications

NCAP Required information to be kept on file...

- Proof of Age (SQ-405)
- Relevant Certificates (SQ-405)

NCAP requirements to be maintained during an event and subject to audit...

- Secure filing of medical forms and permission forms (HS-503)
- Procedures for maintaining confidentiality of the records balanced by accessibility on a need-to-know basis (HS-503)
- Copy of the council's written instructions and standard orders that is signed as read and understood (HS-505)
- Up-to-date medical logs (HS-507 & HS-508)
- Compliant Medical Care Area (HS-509)
- Compliant First-aid kits and their distribution (HS-510)