

# Supplemental Policies (For group stays of 5 or more days)

Because your activity falls within the definition of “Organized Camp” as defined by the California Health and Safety Code (see box below) the policies contained on this insert apply to your organization during your use of your contracted campsite.

(a) “Organized camp” means a site with program and facilities established for the primary purposes of providing an outdoor group living experience with social, spiritual, education, or recreational objectives, for five days or more during one or more seasons of the year. *California Health and Safety Code (Division 13, Part 2.3, Camps) 18897 Organized Camp.*

## Supplemental Camp Director Information *(Please read carefully)*

## Supplemental Health Services Information *(Please read carefully)*

**Camp Director** “Director” means a person who is responsible for day-to-day decision making and supervision of the camp/retreat program and staff meeting the requirements of Section 30751 (a).  
When campers are present, every camp shall have a Director at the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The director shall provide staff for the care, protection, and supervision of the campers.

**Background Checks** The Program Director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, or U.S Department of Justice National Sex Offender Public Registry, and a voluntary disclosure statement that contains the same information as the Staff Screening standard of the Accreditation Standards for Camp programs and Services, American Camp Association.

**Health Supervisor** There shall be a full-time adult Health Supervisor charged with health supervision at the camp when campers are present.  
“Health Supervisor” means a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.

**First Aid** The health Supervisor shall verify that all counselors have been trained in the principles of first aid and cardiopulmonary resuscitation

**Health History** Every camper and each staff member entering camp shall furnish a health history of his or her health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of 18. This history shall be kept on-site as long as the camper or staff member is at camp and shall include the following:

1. A description of any health condition requiring medication, treatment, special restriction or consideration while at camp,
2. A record of immunizations including date of the last tetanus shot,
3. A record of any allergies.

# Supplemental Health Services Information *(continued)*

## Emergency Medical Treatment

A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper. The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp.

## Health

“Health Screening” means an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person’s health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.

Health screening shall be conducted under the supervision of the Health Supervisor by qualified staff that meet the requirements of section 30700 (f) for:

1. All staff prior to the arrival of campers; and
2. All camper under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at camp.

## Medical Log Book

A medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness:

1. Name of the person treated;
2. Dosage and intervals of any medication dispensed;
3. First aid or medical treatment rendered;
4. Condition of patient following treatment;
5. Name of the person administering the first aid or medical treatment;
6. Date and time of treatment;
7. Date parent/guardian notified of accident, illness or injury; and
8. Follow up treatment:.

## Medications

All medication brought to camp by campers that needs to be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f) shall be:

1. In the original container and labeled in accordance with California Health and Safety Code, Division 104, Part 5, Chapter 6 Article 3, commencing with section 11330, or
2. Stored in a locked container when unattended by the Health Supervisor.

## Health Care Plan

A written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:

1. The responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements of section 30700 (f) that provide health care including first aid.
2. The procedures for camp health care and sanitation,
3. A record keeping process,
4. A plan for provision and maintenance of supplies and equipment, and
5. The relationships and agreements with local medical personnel, hospitals, and providers of emergency care and other emergency care providers, and
6. A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.
7. The Health Supervisors or the site operator shall report all occurrences of food borne illness, suspected food borne illness, or any other reportable disease as required by California Code of Regulations Title 17, section 2500(b) promptly to the local health officer for the camp location.
8. If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis. An infirmary (tentage or shelter), with provision for isolating patients shall be provided. Advanced arrangements shall be made for the immediate removal of seriously sick or injured campers or staff members to a point of adequate medical care, on recommendation of a physician.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2 Health and Safety Code.