

# CAMP SAFETY

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*The following policies are to ensure camper and staff safety. **Please be sure to review these with your campers upon their arrival to camp.** There are a lot of items here, if you have a question- ask!*

1. Listen to your counselors at all times
2. Rocks and sticks belong on the ground
3. Tree or high climbing is not allowed; Stay on the trails!
4. Campers must always stay with their group
5. Appropriate language must be used at all times
6. Treat each other with respect
7. Animals & Critters—Leave crayfish where they are (no catching them!); Be aware of snakes and take precautions to avoid (ie. counselor enters first, etc.)
8. Respect Nature!
9. Campers may wade in creek area with Staff supervision ONLY (knee deep limit)
10. No shoulder rides (ie. campers on staff shoulders), INCLUDING in the pool.
11. Pick up all trash/litter
12. No gum in camp or on the camp vans
13. Campers may not enter the Clubhouse
14. Campers must be signed out before leaving camp with a parent/guardian and this must be cleared with the Director
15. HAVE FUN!!!

## HEALTH & CAMP SAFETY

1. Drink water throughout the day
2. Wear Sunscreen
3. Wash hands throughout day and before lunch
4. Wear closed-toe shoes

# EMOTIONAL SAFETY

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A goal of Outpost Summer Camps is to provide all participants an opportunity to increase a sense of self-worth and self-esteem. To achieve this goal it is important to ensure a camp environment free of fear and ridicule and to eliminate incidents that could degrade, endanger, upset, or violate the trust, safety, space and esteem of campers, camp groups and staff.



1. Know all your campers names.
2. Greet your campers every day at camp, by name.
3. Make sure each camper knows every other campers names.
4. Make sure your expectations and rules of the group are clearly explained on the first day and throughout the summer.
5. Make sure rules and expectations are consistently followed by both campers and staff.
6. Ask campers about their feelings and make sure that campers have a chance to express feelings often.
7. Make sure that camper's feelings are valued and listened to by the group.
8. Encourage development of healthy friendships between individuals and group members as a whole.
9. Choose activities that give all campers, regardless of ability, a chance to be successful.
10. Catch each camper doing something right and let them know that you notice!

***To succeed is to find the best in others, to leave the world a little better,  
Whether by a healthy child, a garden patch or a redeemed social cause; to  
Know even one life has breathed easier because you have lived.  
This is to succeed.***

***-Ralph Waldo Emerson***

## **VAN SAFETY**

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The following are safety precautions to ensure a safe and enjoyable van ride to and from camp for all campers. It is essential that van safety rules are enforced—OSC strives to maintain the highest standards of safety in all program areas.

1. Campers must sit in seats facing forward. They must wear seat belts and remain seated. No one may sit on the floor (including staff). Campers may not sit on staff's lap. Load the camp van from front to back.
2. Campers must get counselor permission before changing seats, and then only when the van is stopped to let off or pick up a camper. Campers may not change seats at red lights or stop signs.
3. Camper noise must be kept at a level that does not disturb or distract the driver.
4. Campers may not have any part of their body extending out the windows. No objects are to be thrown out the windows.
5. Campers' actions and language must be held within the bounds of good taste and be representative of Outpost Summer Camps.
6. Campers are not permitted to place anything in the vehicle aisles.
7. Eating, drinking, and gum chewing on the van are prohibited. Glass containers are not permitted on the bus.
8. Campers are not to play with or adjust any safety equipment, including mirrors, fire extinguishers, first aid kits, and any item related to operating the van.
9. Counselors may not use the van radio during AM and PM routes. We encourage counselors to use the route time to get to know their campers, and provide a fun van experience (Play games, sign songs, etc!). Age appropriate, counselor-made CDs are acceptable to use during the van routes.
10. No CD adapters may be used on the vans. Campers and staff are not allowed to bring this equipment to camp or on the vans. Furthermore, all music at camp is to meet standards of appropriate camp language and content in OSC policies and procedures.

# CREEK SAFETY

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*The creek is one of the popular destinations for our camp groups. There is a lot of potential for accidents at the creek. There is no lifeguard on duty, so you, the counselor, must keep a very close watch on each camper. The following procedures must be followed at the creek. (These are rules, not guidelines)*

Please go over these rules with your campers on your first trip to the creek!

## **Camper rules:**

1. The water cannot be higher than the knee of the camper/counselor.
2. All dams must be completely demolished when your group leaves the creek. Make sure the rocks are spread out; there should be no traces of the dam.
3. Rocks must be placed in the water, not thrown or dropped.
4. No laying, swimming, or dunking in the creek (horses walk through!)
5. Shoes and shorts must remain on while in the creek.
6. When a horse approaches the creek all campers must clear out of the creek.

## **Staff rules:**

1. No more than 4 groups at the creek at a time
2. Counselors must be in the water with the campers.
3. All campers must be supervised; this is not an area for socializing with fellow counselors. Counselors must be spread out, supervising kids in the different areas of the creek.  
\*make boundaries to keep the campers in a smaller area
4. Shoes and shorts must be worn by counselors while in the creek.
5. Half of the group may not leave to another part of the preserve while the other part stays in the creek. Senior counselors must always remain with the entire group.
6. **Make sure radios are secured!!! Do not let them drop in the creek!!!**

# Archery Safety

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*The following rules are to be followed by all staff and campers under supervision of the Archery Instructor.*

1. Only campers and staff from older Day Camp groups and Senior Outpost may participate in Archery, and only during their scheduled time with the Archery Instructor.
2. No group may use the archery equipment and range without the supervision of the Archery Instructor. Senior Counselor and Junior Counselor must remain with group.
3. Campers and staff must follow the directions of the archery instructor at all times.
4. All participants must undergo a safety orientation and practice before using any equipment.
5. Archery range must be cleared of all other groups not participating in the activity.
6. All 'No Go Zones' must be cleared during practice and bulls-eye shooting.  

'No Go Zones':

  - 25-foot radius around the targets.
  - All space between archer and target.
  - All non participating campers and staff will stay behind the waiting line.
7. No camper or staff may fire at the target until all commands are called and Instructor gives the final ok.
8. All archery equipment is to be used only on the archery range and at the designated targets only.
9. Arrows may be retrieved after and only after Instructor calls 'Cease Fire' followed by 'All Clear'.

# OUT OF CAMP

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On out of camp trips (which are arranged by OSC directors and are a regular part of the Senior Outpost program), Senior Counselors are to follow these procedures:

1. Attend the brief pre-trip meeting held during AM Campfire for groups heading out of camp. An OSC director will cover all information related to the outing including location and communication details.
2. Bring the campers' lunches; group cooler with ice, punch and cups; first aid kit; filled water bottles; clipboard with emergency contact information; and ensure that their van has enough gas for the trip.
3. Take attendance in van prior to departure. There must be 2 staff members with each group of campers (no more than 13 campers in a group).
4. During the ride to the destination, explain to campers where you are all going, what the expectations and rules are, and set the tone for fun!
5. The phone of the senior counselor must be on and working during the van rides to and from the destination, and while on the camp trip.
6. Upon arrival, keep your group together and follow the procedure outlined at the morning meeting. Campers should be given an orientation, boundaries, safety information and what to do if separated from the group.
7. At departure, make sure your group has all the equipment you brought on the trip.
8. Take final verbal and visual attendance in the van.
9. Wait until an OSC director gives you permission to depart. If there is not an OSC Director on your outing, take a final headcount and follow your van loading and departing procedures.
10. On arriving back at camp, return any extra equipment you took with you on the trip to the Clubhouse. Make sure to check in with the onsite Director.

# POOL SAFETY

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*The following policies are to ensure camper and staff safety while at the pool. Please be sure to review these with your campers prior to swimming. If you have a question- ask!*

1. WALK—at all times in the pool area
2. No swimming without a lifeguard
3. Swim in designated areas only
4. Wear sunscreen (put it on at least 20 minutes ahead of time)
5. Rinse off before entering the pool
6. Dive only in the diving pool off the diving board
7. One bounce maximum on the diving board
8. Stay off the diving blocks
9. No horseplay in the pool (running, pushing, throwing, shoulder rides, etc)
10. Keep food and gum out of the pool area
11. Listen carefully to all lifeguards and staff
12. Emergency equipment is to be used by authorized staff only
13. In an emergency, exit the pool immediately and stay with your counselor
14. Remove all band-aids before entering the pool
15. Always use restrooms with a buddy (rule of 3)
16. All OSC Staff must participate in swimming with their assigned campers
17. HAVE FUN!!!

## SWIM CLASSIFICATION -

Each camper group is assessed by an OSC lifeguard and/or camp director for swimming skills on the first day of their session (Monday and Tuesday of the first week of each session).

Campers are then classified as:

- Non-swimmer (must be with staff member at all times-small pool only)
- Swimmer (beginner: small pool only-shallow water)
- Swimmer (intermediate: okay in small pool and the big pool with a staff member)
- Swimmer (advanced: shallow and deep water-both pools okay)

Campers wishing to participate in deep water activities must also demonstrate the ability to tread water for 2 minutes. These campers may also be assessed by the facility's lifeguards prior to swimming in the deep end.

# POOL SAFETY PROCEDURES

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*The following is OSC's operating procedures for swimming at a public pool lifeguarded by staff other than Outpost Summer Camps. For all swimming pool activities, OSC obtains documentation that the qualifications of the pool's staff include current and appropriate lifeguarding/CPR/First Aid certification. An OSC Senior Counselor must be with each group in the water. The Junior Counselor will also assist the Senior Counselor in the water with their assigned swim group.*

1. Certified Pool Lifeguards must be on duty for OSC to participate in swimming at public pools. Public pools used for swimming must be designated by OSC.
2. All swimming activities are off-limits to campers without their assigned swim group counselor and a lifeguard. Activities will not begin without lifeguards on duty.
3. All swimming participants will receive an orientation to the swimming pool which includes pool rules and expectations and will be given a daily review of safety regulations.
4. All staff will make sure that campers are in good health to swim; that campers wear sunscreen; and that campers shower first before entering the water.
5. All campers will be assessed for their swimming ability during the first two days of camp. The Director(s) will advise counselors of non-swimmers and keep a non-swimmer list of the entire camp.
6. Non-swimmers must follow specific instructions from the Aquatics Supervisor and/or Director and should always be supervised closely by a staff member.
7. All Senior Counselors will carry a first aid kit with protective equipment and shall have this with them at all swimming activities. Senior Counselors will have access to the pool/office telephone to contact OSC Directors/Office in case of emergencies (Pool staff will contact EMS as necessary).
8. Staff will ensure that water and rescue equipment are in good repair prior to participation in an aquatics activity.
9. An OSC Director will communicate with Senior Counselor any change in swimming schedule due to facility health issues, weather conditions, etc.

## POOL SUPERVISION RATIOS:

- 2 OSC staff per camper group (up to 13 campers in one group)
- Minimum of 1 pool lifeguard from pool facility (additional lifeguards required to meet the appropriate lifeguard: swimmer ratio for each facility when multiple camper groups are swimming)



# DIRECTIONS TO POOL SITES

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## **Camp to Mt. Carmel Pool** *(Monday-Thursday: Lower and Middle Camp)*

Left onto Black Mountain Road  
Right onto Carmel Mountain Road  
Left onto Sundevil Way  
Left into School Drive way

Drive all the way around the parking lot and drop your campers off in front of the grass with the Junior Counselor. Obey the posted speed limit signs, and slow down for speed bumps.

Park your van near the pool and join your group.

## **Mt. Carmel Pool to Camp**

Right onto Sundevil Way  
Right onto Carmel Mountain Road  
Left onto Black Mountain Road  
Right into Canyonside

Leave your group with your Junior Counselor at the grass area, pick up the van, and pull around to get your group.

## **Camp to Westview High School** *(Monday-Friday: Upper Day Camp, Friday: Lower and SROP)*

Left onto Black Mountain Road  
Left onto I-56 West  
Right onto Camino Del Sur  
Left into the WVHS parking lot

Drive around the parking lot and drop the kids off in the shaded area near the concession stand. Park the van, and walk together with the group to the pool area.

## **WVHS to Camp**

Right onto Camino Del Sur  
Left onto I-56 East  
Right onto Black Mountain Road  
Right into Canyonside

Leave your group with your Junior Counselor in the shady area, carefully park the van, and return quickly to get your group.

## Policies for Camper Absences & Camper Release to Parent or Other Adult

### **CAMPER ABSENCE:**

If a camper is absent, OSC requests that **parents contact the camp office before 7:30 AM** (this is written in the parent handbook and on the Open House reminder) the day the camper is absent. The office then communicates these messages to the van drivers for their routes and to the on-site director. When our counselors/van drivers arrive at camp, they will record all absences on their van routes with the director. Immediately after our morning campfire, the on-site directors meet with SCs to communicate any messages from the office and verify all absences. Any absences not confirmed by the office are then followed up with a telephone call to the parent. The on-site director and office communicate on a daily basis to clarify any absences or special drop off/pick ups for late campers.

### **CAMPER RELEASE:**

OSC provides door-to-door transportation. We request parents contact the camp office on a day in which they or another adult will be picking up their child from camp. The office then communicates this to the on-site director. Photo identification is requested if we have not met the parent/adult previously, and must match the pre-approved name.

Campers must be signed in and signed out by parents picking up or dropping off their child. Campers may only be released to a parent/guardian or person(s) designated by the parent and with verification by our camp office. Parents are able to identify these additional responsible adults on their enrollment forms. Additional names can be added by contacting the camp office.

If a parent or other adult arrives to pick up a child and the office or on-site director has not been warned, then the OSC on-site director will check the child's enrollment form as well as contact the camp office before releasing the child. The Director will determine based on the circumstances if a parent should be contacted by telephone. This is provided to parents in our Parent Handbook and Open House informational flyer.

A camper may only be dropped off at his/her home in the care of an adult (this is written in Transportation Terms and Conditions which all parents receive with enrollment materials and written in the Parent Handbook). Any exceptions to this policy (ie. for campers in the Senior Outpost program and over age 10), are made with permission from parents in the form of a signed waiver, which is kept in the child's file at the camp office. Very few exceptions of this nature are made. A copy of this documentation is also placed in the child's onsite file, and a Director will notify the drivers/counselors.

# **Health Care Policies and Procedures**

## **On Site Health Services Provided by Outpost Summer Camps**

Outpost Summer Camps provides basic First Aid to its campers and staff. This includes the treatment of minor injuries and illnesses, as well as referral to a higher level of health care when necessary.

OSC believes that essential to any Health Service program is preventative care. OSC staff, including directors, is trained to carefully monitor both campers' and their own physical safety. In addition to avoiding situations where injuries are likely to occur, this includes overseeing diet, exertion levels, and weather to make sure participants are safe and healthy.

## **Outpost Summer Camps' Health Care Administrators**

Outpost Summer Camps has designated Candy Belisario and Katie Goehring as the Health Care Administrators (HCA). In their absence, Stuart Jones is trained and certified to act as Health Care Administrator.

## **Responsibilities of Camp Staff regarding First Aid and Emergency Care**

All Senior Staff are trained and certified to administer first aid and emergency care. They carry with them at all times a fully stocked American Red Cross First Aid Fanny Pack and have access to the First Aid shelf in the Clubhouse. Staff are also encouraged to bring any first aid or emergency care incidents directly to the Health Care Administrator for treatment.

All incidents where first aid or emergency care is administered are to be reported to the HCA before the end of the camp day. Staff are instructed to call 911 in a life-threatening emergency.

## **Health Care Equipment and Provisions**

First aid supplies are kept in at the Club House and are maintained by the HCA. Each Senior Staff carries an American Red Cross First Aid fanny pack and all vans have complete first aid kits. Supplies can be restocked any time from those in the Club House. Each time First Aid is administered, entries are made into the First Aid Log and an Accident / Incident report will be filled out when necessary.

## **Health Screening of Staff and Campers**

In order to provide excellent Health Care, OSC maintains an updated "Health History" form on each camper and staff member. This background information allows supervisors to be sensitive to allergies and special conditions, as well as eligibility for certain activities. Appropriate accommodations are made for campers with special health needs that are disclosed on the Health History Form. This includes dispensing medication, monitoring conditions, avoiding allergens, and other manageable health concerns.

At the Open House (held the weekend before each session) parents review their campers' Health History information and initial that it is correct and up-to date.

## **Obtaining Emergency Care**

If an emergency occurs at camp that is beyond the scope of basic first aid and emergency care, the staff is encouraged to contact the Health Care Administrator (HCA) immediately. The HCA will determine the next step of care together with a parent or legal guardian whenever possible. In the case of a life-threatening emergency, staff and directors are instructed to call 911.

### **Off Site Health Services Provided by Outpost Summer Camps**

Because Outpost Summer Camps groups do not travel more than 40 minutes from the main site at Penasquitos Canyon Preserve, off-site Health Policies and Procedures are identical to those in effect on site.

When groups are off-site, they are always accompanied by a senior staff member who is certified in First Aid and CPR, and who carries health information for each participant in his or her care. This staff member also carries contact information for the OSC office and directors, as well as emergency care professionals. Vans are the sole source of transportation for groups and they are equipped with complete First Aid kits in addition to those carried at all times by the Senior Staff member. At each off site activity, all staff are directed as to how to quickly contact the Health Care Administrator.

### **Medications at Camp**

Medication at camp can only be administered by Senior Staff and Directors, and only with the permission of the Health Care Administrator. Administration of medication at camp follows the Medication Procedure below. The intent of this procedure is to keep medications tightly controlled and their use closely monitored, while keeping care accessible and safe for those who need it.

### **Medication Procedures**

Medications at camp are defined in three categories: First Aid Medications, Daily Medications, and Emergency Medications.

First Aid Medication is kept in the First Aid cabinet and in Senior Staff Fanny Packs. Examples of this type of medicine are antibacterial ointment, burn cream, itch relief, eye drops, etc.

Daily Medications are medications taken routinely by a camper or staff member. The recipient of this medicine must be over 18 or have on file a "Request for Medication to be Given at Camp" form completed and signed by a parent or guardian. This form has specific instructions regarding the use, administration, and side effects of the medication. Daily Medications are kept in the locked "Medicine Cabinet," and are given by the HCA to the Senior Staff to administer, one dose at a time as instructed. When the medication is administered, it is logged in the Daily Medication Log kept in the Club House. This is reviewed by the HCA daily. Examples of this type of medications are maintenance drugs, prescription antibiotics, etc.

Emergency Medications are those taken as needed by a camper or staff member. The recipient of this medicine must be over 18 or have on file a "Request for Medication to be Given at Camp" form completed and signed by a parent or guardian. This form has specific instructions regarding the use, administration, and side effects of the medication. Emergency Medications are kept either in the locked "Medicine Cabinet," or in the Senior Staff's First Aid Fanny pack as deemed appropriate by the HCA. These medications often need to be kept near the participant to use in an emergency. Any time an Emergency Medication is used, the HCA must be notified immediately and will decide if additional action is necessary. Uses of Emergency Medication are also logged in the "Daily Medication Log." Examples of this type of medications are headache relief, Epi-Pens, asthma inhalers, etc.

### **Sanitation at Camp**

**Because effective sanitation is key to the health of camp participants, Outpost Summer Camps encourages a clean and sanitary camp environment.**

**Trash:** Trash cans are placed throughout the site and are emptied by the directors and specialists at the end of every day or when they become full (whichever comes first). Campers and staff are instructed to keep the site clean and report any trash or full cans to a director.

**Restrooms:** Site restrooms are maintained by OSC directors and specialists, as well as the Canyonside Community Park staff.

**Hand-washing:** Staff and Campers are encouraged to wash their hands regularly, and are required to wash their hands after using the restroom and before eating. Sinks and hand washing stations are available in the restrooms – and a hand sanitizer dispenser is available in the Clubhouse.

### **Health Service Record Keeping at Camp**

Outpost Summer Camps maintains records on each camper's health indefinitely. These are stored in accordance with our records keeping policy.

This includes

- Accident / Incident Reports for every accident where the HCA deems a parent phone call or outside treatment are necessary.
- A First Aid Log where the treating staff member logs every First Aid incident they attend to, the Accident Report file, where the HCA files a report on every incident where a camper
- A Medication Log that details any medicine or relevant prescribed care given (see Medication Procedures)
- Parent Communication Log maintained at the office to record parent contact
- Insurance records, billing procedures, sanitation records as well as any other paperwork relevant to the staff, campers, or camps' well being (all maintained at the Office and stored in long term storage unit where relevant)

# **First Aid Procedures**

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All counselors are expected to have a basic understanding of first aid and all Senior Counselors are required to be certified in basic First Aid and CPR for children and adults.

Senior Staff must, at all times, carry their American Red Cross First Aid Kit. There are also First Aid kits in each van, and an extensive First Aid kit in the Club House. Supply refills are also available in the Club House.

## **ACCIDENTS**

The most common incidents of First Aid at camp are scrapes and splinters. Scrapes may be handled by senior counselors in accordance with their First Aid training. Splinters will be brought to the HCA for extraction. In the event that an injury is slightly more serious, use the following procedures:

**In case of an accident, be calm** - the counselor has a dual responsibility of taking care of the injured camper while at the same time making certain that the other campers remain safe. Send other campers away from the injured persons with another staff member. The injured camper and other campers can become very upset if not handled smoothly.

If the accident is life or limb threatening, call 911. Otherwise, treat for shock and send for a Director. Remember, improper first aid can hurt the injured party more than the initial accident. If an accident occurs out-of-camp or there is any question as to the seriousness of the injury, contact your HCA or call the office, whichever is quicker or safer.

## **BASIC FIRST AID**

*Remember, you must make an entry in the First Aid Log every time you open the first aid kit.*

When applying first aid, the counselor should explain to the camper what is being done without downplaying or exaggerating the injury. Demonstrating confidence and knowledge in applying first aid can be more soothing to a frightened camper than the actual treatment itself.

### **1. Abrasions and Small Cuts**

Clean with soap and water. Apply antiseptic. Apply sterile dressing (bandaid) if necessary.

### **2. Deeper cut**

When bleeding is severe or cut is extensive, apply sterile dressing and direct pressure to control bleeding. Elevate the wound. Seek assistance from HCA.

### **3. Splinters**

Splinters are to be removed by the HCA or an on-site director. Counselors should never remove a splinter.

### **4. Infections**

Infected fingers, wounds, boils, etc. See the HCA, who will take temperature and call parent if necessary.

### **5. Blisters**

Cover with non-adhesive dressing. If blister breaks treat it as an open wound.

## 6. Sprains, Strains, Fractures

If you suspect a sprain, strain, or fracture, please see the HCA.

Sprained ankle - A helpful way to remember how to treat sprains is: RICE-- Rest, Ice, Compression, and Elevation. It can only get better if it is rested. Use Ice 15 minutes on and 15 minutes off. This helps reduce swelling. Compression by an ace bandage or shirt or anything (including a boot that is on the foot) will slow swelling. Elevation will keep swelling from increasing. Sprained thumb, finger or wrist - treat in similar manner. If the pain is severe, treat as a fracture.

Fracture - Do not move the camper unless there is immediate danger from fire, traffic, explosion, etc. Splint to immobilize any suspected fracture with the least possible disturbance. Make no attempt to reduce fractures. If compound, cover wound with clean or sterile gauze, splint and see physician immediately. The old adage "splint'em where they lie" is very true.

## 7. Bee Sting

If a camper is stung do not pull out the stinger with tweezers. Use a credit card, or something similar to a credit card to wipe over the stinger, which should "scrape" it out.

## 8. Snake Bite

Please report all snake sightings to a director immediately.

Fatal or serious injuries are rare in the United States and almost non-existent where proper procedure is followed. Any snake bite must be reported to the HCA immediately.

Snakes do not always envenomate when they bite. If they do envenomate, the venom is spread through the lymphatic system which is close to the skin. To slow the spread of venom the victim must be calmed down immediately. If possible, without further risk, identify and/or kill the snake. If you are any distance from the hospital splint the extremity as if it were broken. This will reduce the spreading of venom by constricting the lymphatic system. The director will notify 911, and assist you in calming the child. Help child rest and remain as calm as possible. Keep the bite lower than the heart. DO NOT APPLY ICE.

## 9. Head Injuries

If any head injury is accompanied by dizziness, unconsciousness, headache, nausea, unequal pupils, vomiting, change in pulse rate, severe nose bleed, radiating pain in the arm or other symptoms, have camper lay down, keep warm and quiet. Elevate head, but no more than 30 degrees. Contact a Director. Do not give sugar or fruit juices. CAUTION. Do not move person with possible head, back, or neck injury. Move only with medical assistance, or if there is a threat of immediate danger.

## 10. Bruises and Bumps

Rest injured part. If skin is broken, treat as a cut. Apply cold compresses or ice. Do not put ice directly on skin. Use a towel between ice and skin. Consider possibility of fracture or deep injury if tenderness or pain is severe. Splint when there is a small chance of serious injury.

## 11. Foreign Body in Eye

Contact the HCA. If chemical, etc. irritates eye, wash copiously with water for at least 15 minutes. Do not use drops or ointments. Do not attempt to remove foreign object that will not rinse out. If irritation persists or foreign body is not removed, see physician.

## 12. Burns

Severe - Consider burns as serious injuries and the areas burned as open wounds. If clothing is not adhered to skin or charred, remove what might come in contact with the wound. Apply tepid water or tepid water compresses immediately to all burns. Blot dry. Apply dry, sterile bandages. Do not break blisters. Do not use ointments. Elevate limbs if burned. Call paramedic at once, if serious. For chemical burns, rinse the area continuously for 15 minutes.

## 13. Diabetics

Watch for:

Excessive sweating, faintness, headache, pounding of the heart, trembling, impaired vision, hunger, inability to awaken, irritability, personality change

What to do:

Give sugar or food containing sugar (honey, candy, fruit). Do not give fluid if patient is not conscious. Do not give insulin. Call HCA for medical assistance. If camper is suspected of being in insulin shock or going into a diabetic coma and patient is conscious, the rule is always to give sugar.

## 14. Sunburn

Prevention: Warn counselors/campers to avoid long exposure of untanned skin. Be sure to have a good supply of sunscreen, and be sure campers use them. Sunscreen should be applied throughout the day, including in the morning, after lunch, before pool, and after pool. Put it on your campers yourself.

Treatment: Apply Aloe Lotion and tepid water compresses. Give an abundance of fluids if severe extensive sunburn received. See physician. Sea Breeze and Noxema are very cooling and Solarcaine is helpful in relieving pain. The best treatment is prevention.

## 15. Heatstroke - **Medical Emergency. Life-threatening.**

Body is red-hot, no sweat, clammy skin, pulse is fast. Body is unable to regulate its temperature. Immediate attention must be given to reduce body temperature. Move to a shady cool place, and sponge body with cool towels, alcohol or ice packs. Fan the victim with anything you can. Put individual in a pool, if possible. Continue treatment until temperature returns to normal. If skin becomes hot again, repeat treatment and seek medical attention. Call a physician at once.

## 16. Heat Exhaustion

Body is pale, cool, and the person sweats. Watch for any complaints of weakness, profuse perspiration, feeling faint or cramping. Treatment - give child circulating air in a cool location. Place in lying position, keep quiet and elevate feet. Massage or firm hand pressure applied to muscles will usually relieve cramps of the arms or legs. As soon as possible, sponge with alcohol or cool water. Give cool water if conscious. Call physician at once, if severe.

## 17. Nose Bleed

Have the camper sit with thier head forward. Firmly compress nostrils with thumb and forefinger against nasal septum for at least 6-12 minutes. If bleeding persists, call parent.

## 18. Poisoning from Poison Oak

Prevention - teach everyone to know and avoid the plant. Treatment - after exposure wash all exposed areas of skin with soap (Technu) and cool water. Apply Calamine lotion for itch.

## 19. Other Poisoning

Contact HCA immediately. Try to discover what the poison is and seek medical assistance.



## 20. Insect Bites and Stings

For all Bee stings, spider bites or campers bitten by an allergen, contact HCA. Remove stinger if still present with scraping motion of the finger nail or credit card. Do not pull out. An ice pack is good for swelling. Apply paste of Sodium Bicarb or Calamine Lotion and cold compresses. For Black Widow Spider bites, use ammonia. Monitor for reaction such as hives, rash, pallor, swelling, weakness, nausea, vomiting, "tightness" in the chest, nose, throat or collapse. Know which campers are allergic and require immediate care.

## 21. Warm-Blooded Animal Bites

Contact HCA immediately. Wash wound thoroughly with soap and water. Get description of animal or catch animal for examination, if possible. Contact parents to contact physician. Treat human bites the same.

## 22. Stomach Ache

In most cases this is caused by heat and/or overeating. Rest, clear carbonated drinks, baking soda and water help.

## 23. Headaches

These can be signs of dehydration, fatigue, heat exhaustion, colds, or emotional pressure. Give water, rest and neck massages. Call parents first to make sure we can give the camper tylenol, if nothing else works. If parents cannot be reached, don't give any medications.

## 24. Sore Throats

We have here at camp our very own special air pollution -- DUST! We breathe in large quantities of it and it collects in our noses and the back of our throats and it just sits there ready to make trouble. At the beginning it just causes a little discomfort in the throat and then you start to cough. This is nature's way of trying to get rid of it. When the initial feelings begin, drink lots of water and gargle with some salt.

**First Aid Kits** -- Each counselor will receive a first aid kit -- a fanny pack which you can use when hiking. You are responsible for keeping it equipped. Supplies are available at the office.

1. Band-Aids - Besides the normal usage, they also are a good placebo.
2. Gauze Pads, adhesive tape and scissors
3. Bacterial Ointment or First Aid Cream - Area must be cleansed and dry before applying. Mainly this is good for any break in the skin. Also it is a very good placebo. Extra TLC makes good OSC.
4. Whistle- If there is an emergency and a director cannot be reached blow three times, just as in the emergency procedures.
5. Face shield- To perform rescue breaths or CPR
6. After-Bite for bee stings (looks like a pen)
7. Antiseptic Wipes
8. Gloves- Wear gloves whenever you may come into contact with any fluids.
9. Triangular bandage- Use these for splinting or bandaging.