



Draft Written Camp Plan For

Lion's Camp Hickory

**The Day camp for Children With Type 1 Diabetes
Lion's Community Park on the Seneca River
Hosted by Lion's Camp Hickory, Inc.**

Founded by The Baldwinsville Lions Club



We Serve

***A Day Camp for children ages 6 to 12
With type 1 diabetes***

Revised October 23, 2011

***Lions Diabetes Day Camp on the Seneca River
"Camp Hickory"***

Mission:

The purpose of Lions Camp Hickory, Inc. is to provide a safe, nurturing and enjoyable day camping experience for children ages 6 to 12, with type 1 diabetes, while developing within each camper improved knowledge of diabetes management that will enable each child to maintain a balanced program of meal planning, exercise and insulin and the ability to cope with the special challenges of living with diabetes.

Mission Statement:

To promote the ability of children with type 1 diabetes to develop self management by giving them the skills and knowledge in an educational and recreational setting.

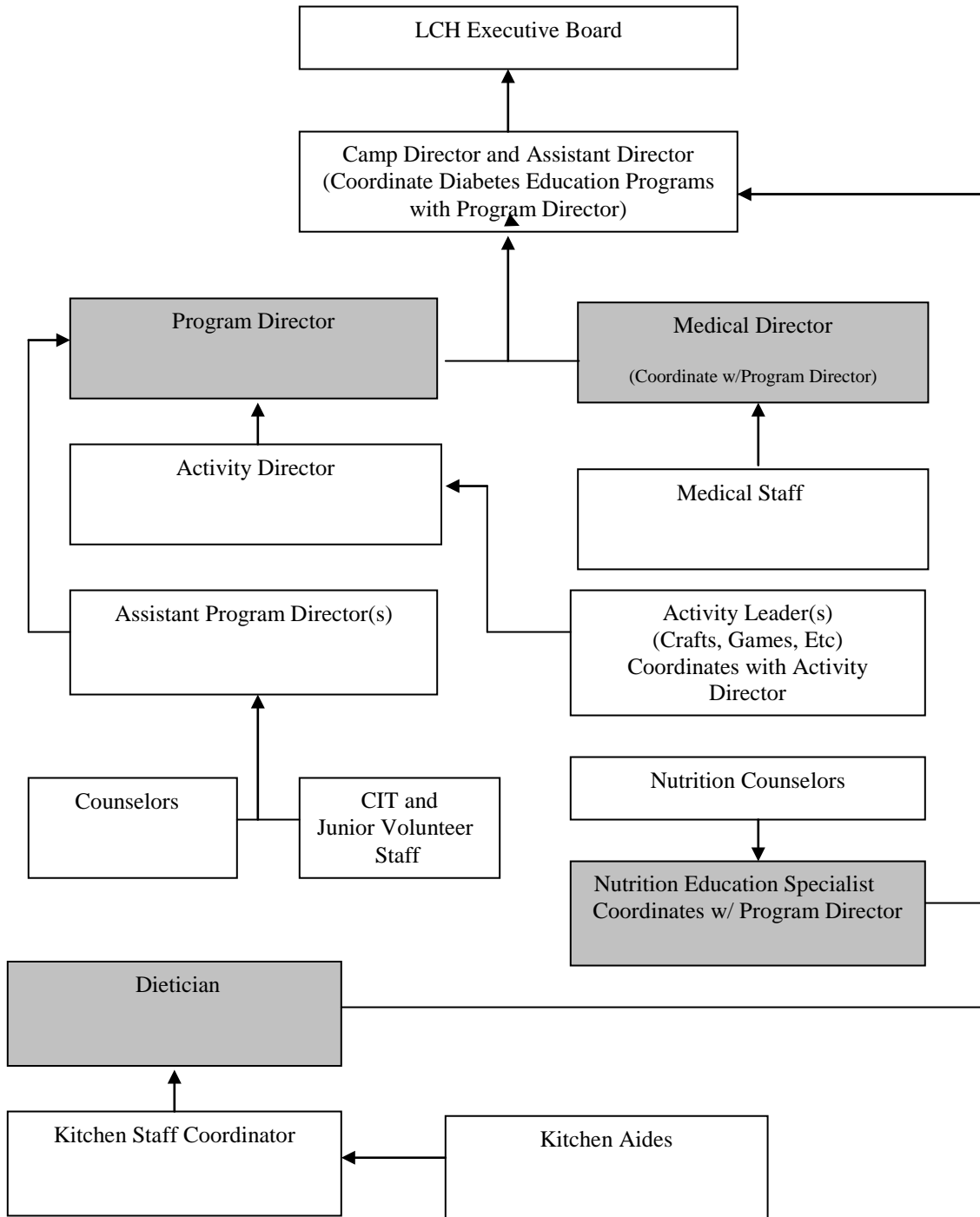
Vision:

The Vision of Lions Camp Hickory, Inc. shall be:

- To foster camaraderie among a group of children with type 1 diabetes in a non-threatening and educational program in a park setting, and
- To develop a strong relationship with the parents of children with type 1 diabetes, and
- To continue developing the day camp program through input from quality medical staff and a caring and compassionate counseling staff, and
- To be recognized as a valued resource and model camp for children with type 1 diabetes, in the Central New York Community.

TABLE OF CONTENTS

PERSONNEL:	
Chain of Command.....	4
Job Descriptions.....	5 -14
Qualification/Reference Verification.....	5
FACILITY OPERATION	
Water Supply.....	15
On Site Sewage Treatment System.....	15
Lightning Risk Assessment.....	25
Transportation.....	15
Housing.....	15
Food Protection.....	16
General Operation and Maintenance.....	16
FIRE SAFETY	
Evacuation Plans; Assembly Area.....	17
Fire Prevention.....	17
Electrical Safety.....	18
Alarm System & Smoke Detectors.....	18
Fire Extinguisher.....	18
Exits.....	18
MEDICAL PLAN	
Duties of Health Director/Personnel.....	19
Camp Infirmary Description.....	20
Medical Storage/Administration.....	20
Universal Precautions.....	20
Routine Health Care/Surveillance.....	20
Emergency/Outbreak Procedures.....	20
Camper Medical History/Screening.....	20
Existing Health Conditions/Restrictions.....	20
Medical Log.....	20
Illness, Injury & Abuse Reporting.....	21
Camp Sanitation.....	21
ACTIVITIES/SUPERVISION	
General Supervision, Discipline.....	21
Activity Supervision.....	22
Supervision in Emergencies.....	21
Buddy System.....	21
Other Activity Plans.....	22
Lost Camper	23
STAFF TRAINING	
Staff Orientation Curriculum.....	24
Camper's Orientation Curriculum.....	24



CHAIN OF COMMAND (Revised February 23, 2008)

In the absence of the Camp Director or Assistant Director, the Program Director will assume the Camp Director responsibilities.

QUALIFICATION / REFERENCE VERIFICATION:

Each staff member shall have a resume on file with a written letter of recommendation from an employer or teacher.

In the event the Camp Director recruits directly, the Camp Director will document the date, time and person providing a verbal recommendation.

JOB DESCRIPTIONS:

Camp Director and Assistant Director

Responsible to: **The families, medical professionals, NYS and Onondaga County Department of Health and to Lion's Camp Hickory, Inc.**

General Responsibilities: The Camp Director will assist in obtaining and maintaining accreditation with the Onondaga County Health Department. Participate in monthly planning meetings of the Camp Hickory, Inc. Board of Directors and planning committee. Maintain required records. Participate in supervision of daily events of the camp. Recruit, reference check, assign and supervise staff members.

Specific Duties:

1. Seek and maintain accreditation
2. Maintain records.
3. Provide budget input to Lion's Camp Hickory Inc Board of Directors
4. Recruit staff with a strong desire, and safe work history with children, through careful screening of applicants.
5. Evaluate and accommodate needs of campers when planning and evaluating activities.
6. Notification in writing to Baldwinsville Police Department, Baldwinsville Independent Fire Department, Greater Baldwinsville Ambulance Corps, including description of campers and dates of operation.
7. Staff training.
8. Review applications for camp - assess medical needs and diet plan. Recommend acceptance of campers.
9. Supervise safety in food management.
10. Maintain a safe environment for planned activities.
11. Address the concerns of parents and staff in a prompt professional manner.
12. Assume staff positions as required to cover illness or emergencies.
13. Coordinate the evacuation plan, fire drills and camp cancellations.
14. Notification of parents and health department in cases of cancellations or outbreaks.

Minimum Qualifications:

1. At least 21 years of age.
2. Experience with children with type 1 diabetes, and/or previous administrative or supervisory experience with a special needs camp.
3. Successfully passing of screening by the State Department of Social Services Central Register of Child Abuse and Maltreatment, and be free of criminal convictions and submit to finger printing.

MEDICAL DIRECTOR - OFFSITE

Responsible to: Camp Director

General Responsibility: Includes developing standing orders followed by the onsite Medical Director at camp. Must be available by phone during camp hours.

Specific Responsibilities:

1. Develop standing orders for "Tylenol" and Glucagon.
2. Be available by phone between 9am and 4:30pm for consultation when a child's own physician can not be reached.
3. To advise on trauma or medical emergencies that require visits to a local hospital Emergency Room.

Minimum Qualifications:

1. N.Y.S. licensed physician
2. Strong diabetic background
3. Willingness to work closely with the on site Medical Director.

MEDICAL DIRECTOR- ONSITE

Responsible to: Camp Director

General duties: As a Nurse Practitioner or Physician's Assistant, will provide input regarding the health and sanitation at camp, maintain confidential medical history, oversee an initial health screening and perform the daily health surveillance. In addition, duties also include handling health emergencies and injuries, maintain daily medical log and report incidents as required to the local health department within 24 hours of occurrence.

Specific Duties:

1. Must be on site
2. Check immunization records in accordance with NYS standards before the start of camp. Only acceptable exceptions are: immunizations are against the parents religion, and a doctor's note stating the child is not a candidate for immunization due to being immunocompromised.
3. Before and during camp: identify and address special needs of children, physically, psychologically, dietary and medically.
4. Monitor medications brought from home for labeling with patient's name, doctor's name, Pharmacy name, date of prescription, date of expiration, name of medication, route, time and dose of medication. The medication must be in the original container.
5. Administer medication as labeled, keeping records of time and dose on camp record and event records sent home to parents.
6. Assist with all finger sticks for blood sugars and recording both on the log and for the parents.
7. Assess and administer emergency Glucagon as indicated by standing orders.
8. Assess emergency and need for additional care not offered at camp.
9. Notify parents, Medical Director and Camp Director of any referrals to the hospital.
10. Review records daily and identify trends in blood sugars, trauma or illness complaints.
11. Keep health records for exercise, food, insulin, blood sugars and medical complaints both minor and major and send copies to parents.
12. Notify Health Department of required communicable diseases, trend in illness, food related complaints.
13. Supervise additional medical staff such as Physician Assistant interns provided by local colleges.

Minimum Qualifications:

1. Must have current certifications in Responding to Emergencies or higher.
2. Current CPR certification- American Red Cross course (**With 1 year re-certification**)
3. Be able to identify and treat, appropriately, medical and traumatic emergencies.
4. Strong ability for critical thinking under stress.

PROGRAM DIRECTOR

Responsible to: Camp Director

General responsibilities: Development of the program to nurture self-esteem while being fun and educational.

Specific responsibilities:

1. Program development, management and necessary implementation.
2. Supervise Counselors and Activity Leaders
3. Assume Camp Director position if necessary, in the absence of the Director AND the Assistant Director.
4. Other duties as assigned by Camp Director, Assistant Director or Executive Board.

Minimum Qualifications:

1. Preferably a minimum of 21 years of age.
2. Experience in children's camps or groups.
3. Strong ability for critical thinking under stress.
4. Flexibility.
5. Strong organizational skills.

ASSISTANT PROGRAM DIRECTOR

Responsible to: Program Director

General responsibilities: Assist with development of the program to nurture self-esteem while being fun and educational.

Specific responsibilities:

5. Program development, management and necessary implementation.
6. Supervise Counselors and Activity Leaders
7. Assume Program Director position if necessary, in the absence of the Director..
8. Other duties as assigned by Camp Director, Program Director or Executive Board.

Minimum Qualifications:

6. Preferably a minimum of 21 years of age.
7. Experience in children's camps or groups.
8. Strong ability for critical thinking under stress.
9. Flexibility.
10. Strong organizational skills.

NUTRITION EDUCATION SPECIALIST

Responsible to: Camp Director

General responsibilities: Development of the program to nurture healthy eating habits while being fun and educational.

Specific responsibilities:

1. Program development.
2. Supervise nutrition counselors

Minimum Qualifications:

1. At least 21 years of age.
2. Experience in children's camps or groups.
3. Strong ability for critical thinking under stress.
4. Flexibility.
5. Strong organizational skills.

DIABETES EDUCATION SPECIALIST

Responsible to: Camp Director

General responsibilities: Development of the program to nurture health maintenance and good diabetes management habits presented in a fun and educational manner.

Specific responsibilities:

1. Program development
 - a. Develop a program and program activities 30 minutes in duration for the age group 6 – 12 years old.
 - b. Review diabetes education program with Camp Director and finalize diabetes education program and activities with input from Camp Director, Nutrition Education Specialist and Medical Director.
 - c. Conduct program and diabetes education activities daily
2. Supervise counselors participating in diabetes education activities

Minimum Qualifications:

3. Certified Diabetes Educator
4. At least 21 years of age.
5. Experience in children's camps or groups.
6. Strong ability for critical thinking under stress.
7. Flexibility.
8. Strong organizational skills.

ACTIVITY DIRECTOR

Responsible to: Program Director

General responsibility: Organize group activities inside and out. Identify and implement interventions as required for discipline of inappropriate behavior.

Specific duties:

1. Supervise activity, encouraging self confidence and fun.
2. Observe for signs and symptoms of hypoglycemia.
3. Identify inappropriate behavior, determine cause (hypoglycemia, tired, fear or just bad behavior) and implement interventions to facilitate return to group activities.

Minimum qualifications:

1. At least 25 years of age.
2. Strong communication and organizational skills.
3. Strong ability for critical thinking under stress.
4. Strong intuitive to react appropriately in response to children's behavior.
5. Previous experience with children's groups.

DIETICIAN

Responsible to: Program Director

General duties: Plan nutritious diet for children, including snacks and lunch. Dietary education on a one-to one, and in group sessions.

Specific duties:

1. Review meal plans, allergies and special diets of the children.
2. Act as a resource for food safety in preparation, transportation and serving.
3. Act as a resource for standards in the kitchen area as required by the NYS Health Department.

Minimum qualifications:

1. Registered with the American Dietetic Association, or be eligible for registration.
2. Will accept a student currently enrolled in an accredited Nutrition program, with a letter of recommendation from their professor.

COOK

Responsible to: Camp Director

General responsibilities: Assist with development of the menu with the Diabetes and Nutrition Education Specialists.

Specific responsibilities:

9. Menu development with the Diabetes and Nutrition Education Specialists.
10. Supervise Cooks helper
11. Assure sanitation in kitchen in accordance with Onondaga County Health Department regulations.
12. Advise Board of Directors of any equipment or tools needed in the kitchen.
13. Develop shopping list together with suggested locations to purchase the items on the shopping list.
14. Prepare up to 4 meal or snacks each day at camp (breakfast snack, mid-morning snack, lunch and mid-afternoon snack).
15. Will work with fresh produce, frozen and fresh foods and pre-packaged foods. Cooking and baking are required.
16. Typical group to feed is 20 children and up to 20 adults.
17. Other duties as assigned by Camp Director, Program Director or Executive Board.

Minimum Qualifications:

11. Preferably a minimum of 21 years of age.
12. Experience in children's camps or groups.
13. Strong ability for critical thinking under stress.
14. Flexibility.
15. Strong organizational skills.
16. Ability to schedule food preparation to rigid timelines.

COOK'S HELPER

Responsible to: COOK and Camp Director

General responsibilities: Assist with preparation of the food for up to 4 periods each day.

Specific responsibilities:

18. Prepare food for meal/snack periods as directed by the Cook..
19. Assure sanitation in kitchen in accordance with Onondaga County Health Department regulations.
20. Advise Cook of any equipment or tools needed in the kitchen.
21. Assist in the preparation of up to 4 meal or snacks each day at camp (breakfast snack, mid-morning snack, lunch and mid-afternoon snack).
22. Will work with fresh produce, frozen and fresh foods and pre-packaged foods. Cooking and baking are required.
23. Typical group to feed is 20 children and up to 20 adults.
24. Other duties as assigned by Cook.

Minimum Qualifications:

17. Preferably a minimum of 21 years of age.
18. Experience in children's camps or groups.
19. Flexibility.
20. Ability to schedule food preparation to rigid timelines.

HEAD COUNSELOR (When assigned)

Responsible to: Program Director

General duties: Supervise, direct and assist counselors and CITs.

Specific duties:

1. Assist with training of counselors, junior staff volunteers and CITs.
2. Intervene with little problems before they become big ones.
3. Keep CITs motivated in tasks while allowing them to have fun in the groups.
4. Observe for hypoglycemia and notify Assistant Medical Director of any concerns.
5. Coordinates with counselors to get campers to snacks and meals in an orderly manner.
6. Communicate problems to Program Director.
7. Supervise and coordinate daily activities of Counselors.
8. Other duties as assigned by Program Director

Minimum qualifications:

1. Preferably a minimum of 21 years of age
2. Strong organizational skills
3. Strong ability for critical thinking under stress.
4. Previous supervisory experience.

COUNSELORS

Responsible to: Head counselor

General duties: Direct supervision of small groups of children during life skill sessions and sports activities

Specific duties:

1. Supervise children during life skills sessions and sports, with encouragement and positive attitudes.
2. Assign buddy system when the child must leave the group for any reason.
3. Observe children for subtle signs of hypoglycemia as presented in orientation.
NOTE: if any questions, bring the behavior to the attention of the Activity Director.
4. Treatment of minor to moderate hypoglycemia and notification of Head Counselor.
5. Oversee lunch blood sugars and documentation for Assistant Medical Director.
6. Identify problems and communicate them to the Head Counselor or Camp Director.

Minimum qualifications:

1. Over the age of 16
2. High maturity level and ability for critical thinking under stress
3. Strong ability to act independently within the guidelines of the camp.

COUNSELOR IN TRAINING (CIT)

Responsible to: Counselors

General duties: Under direct supervision of a counselor, as a positive role model to younger children will participate in activities. At times, act as a big brother or sister to someone who is not as comfortable at camp as others.

1. *Specific responsibilities:*

1. Assist counselors with blood sugars and documentation.
2. Assist counselors with activities.
3. Keep counselor informed of problems that may be observed.

Minimum qualifications:

1. At least 15 years of age (CITs are not directly responsible for any child)
2. Has type 1 diabetes
3. Is referred by the physician in charge of their diabetic care and;
 - a) The adolescent demonstrates a positive coping style with diabetes
 - b) The adolescent is willing to share their experience, under the supervision of the staff, with the children during small group projects.
 - c) When a physician feels that participation in the camp would be a positive addition to the teens coping style, without being a detriment to the group, the referral will be reviewed by the Camp Director.

NOTE: The children that come to camp in the capacity of Counselors In Training, are the teens that would benefit from attending camp, but not old enough to actually be a counselor. They will be on the campers side of the ratio of children to adults. The prime purpose is to help them feel good about themselves by helping other children. At no time will they be placed in a position of direct supervision of another child.

FACILITY OPERATION AND MAINTENANCE:

WATER SUPPLY:

Water is supplied by the Town of VanBuren, purchased from the Village of Baldwinsville and provided through the municipal water system. In the event of a water supply interruption, outdoor activities would be modified and moved out of the sun or quiet, indoor games can be done. If the camp is to be without water for greater than four (4) hours, bottled water will be available for drinking. In the event a water interruption is timed such that it interferes with proper kitchen and food preparation sanitation, then camp will be cancelled for that day. Parents and the Health Department will be notified.

Domestic hot water is provided by one (1) 40 gallon electric water heater.

SEWAGE TREATMENT:

The facility is served with four (4) toilet rooms with toilet and lavatory. The lavatory is plumbed with hot and cold water. The kitchen and toilet facilities are served by municipal sewer.

LIGHTNING:

The risk factor is calculated in our area as moderate to severe. If thunderstorms are predicted or imminent outdoor activities will be suspended. Games will be run within the Lions Community House. Children will be kept away from windows and open doors. Refer to calculations at the end of this plan. Outdoor activities will not resume sooner than thirty (30) minutes subsequent to the last thunder roll.

Transportation:

Transportation to activities off-site will be provided by the Baldwinsville Central School District, in Baldwinsville, NY. The bus will meet DOT 19A standards for operation of a school bus.

Supervision on all bus transports will be a minimum of 1:12, not including the bus driver.

Responsibility for maintenance and repairs belongs to the Baldwinsville Central School District, who will be following the requirements of the NYS DOT and SED.

Responsibility for maintenance of required road flares, first aid kit and tools as required belongs to the Baldwinsville Central School District, who will be following the requirements of the NYS DOT and SED.

HOUSING

Baldwinsville Lions Community House, located in Lions Community Park, will be the central point of activity. The Community House is described as a single story, ranch style residential structure, measuring approximately 37' x 80'. The Community House interior offers four (4) toilet rooms and a complete residential style kitchen (double oven, 4 burner stove and double well sink). Water supply to the Community House is from a municipal supply maintained by the Town of VanBuren. Sewage disposal is by municipal sewer system maintained by Onondaga County.

The grounds are the forty-five (45) acre Lions Community Park, located on the bank of the Seneca River. The park includes two (2) regulation size softball fields, open grassy areas, picnic areas, children's play areas and wooded areas. Lion's Camp Hickory is not a residential camp.

FOOD PROTECTION:

When possible, food will be purchased in individually wrapped packages from suppliers who comply with labeling laws. Food will be purchased in sufficient quantities and of such quality to meet the nutritional needs of the children. Foods that need to be re-packaged to accommodate carbohydrate counting will be done under aseptic techniques with the use of gloves and utensils as required to decrease chances of contamination.

Food preparation will be done by food service personnel whose only responsibility is food preparation. Use of gloves and utensils will be used to minimize potential contamination. Food workers with contagious illnesses that can be passed through food will not be allowed to work. This will be identified and enforced by the Medical Director.

Hot foods that are served will be prepared to temperatures indicated in Chapter 1 of the State Sanitary Code, subpart 14-1, and served within 60 to 90 minutes of preparation. No food will be reheated or re-served. Cold foods that are served will be kept under refrigeration at temperatures indicated in Chapter 1 of the State Sanitary Code, subpart 14-1 and served within 60 minutes of removal from refrigeration. Monitoring and recording temperatures will be the responsibility of the food service personnel. In the event of activities off site, cold food and drink will be kept in ice chests. Children who bring their own food will have container labeled and stored under refrigeration. NOTE: Chapter 1 of the State Sanitary Code, subpart 14-1 is considered a part of this Written Camp Plan as if written out in whole.

Sample menu:

Monday and Tuesday: hamburgers and hotdogs, chips and milk.

Wednesday: peanut butter and jelly sandwiches, fruit, soft drink.

Thursday: submarine sandwiches, pretzels and milk

Friday: pizza and milk.

Snacks served will be crackers, fruit, cheese, ice cream or cookies. Snacks will be purchased individually wrapped whenever possible or practical.

GENERAL OPERATION AND MAINTENANCE

The facility, the Baldwinsville Lions Community House, is located in the Village of Baldwinsville owned Lion's Community Park. The grounds are maintained on a continual basis by the Village of Baldwinsville including, but not limited to, lawn maintenance, trash pick up and disposal, public toilet facility (exclusive of Lions Community House toilet rooms) and road way maintenance.

The facility, Lions Community House, is maintained on a continual basis by the Baldwinsville Lions Club including, but not limited to, daily toilet room maintenance, general cleaning and maintenance of the interior and exterior of the building and the grounds immediately surrounding the building.

There are no swimming facilities on site. Although the park is located on the Seneca River, there are no provisions for swimming or dockage. A boat launch is provided by the NYS Thruway Authority and maintained by the village.

FIRE SAFETY

The Camp Director will advise the Baldwinsville Independent Fire Department and the Greater Baldwinsville Ambulance Corps, in writing, giving all pertinent details about the camp sessions.

FIRE DETECTION, REPORTING AND EVACUATION

In case of fire, the Camp Director will:

1. Evacuate the building immediately through the nearest exit opposite the fire incident.
 2. Call #911 to report a fire at 1 Lions Parkway, corner of Seneca Beach Drive, Baldwinsville, NY, Baldwinsville Independent Fire Department district and provide a brief description of his/her observation of the scene. Also, an ambulance will be requested to the scene.
 3. The 911 Center will dispatch the fire department, ambulance and appropriate police agencies.
 4. The building will be evacuated through the nearest safe exit with all campers and staff meeting at a pre-arranged location to the west of the Community House. Note: the pre-arranged location is a safe distance from the building and will present a safe location away from responding fire apparatus and other emergency providers and is clearly visible to a responding ambulance while also being away from the traffic pattern of fire apparatus. During the fire drill conducted on the first day of camp in each session, all campers and staff will gather at the pre-arranged location for role call.
-
- A. Medical Director is responsible for records and glucometers kept in the office.
 - B. Counselors will be accountable for their assigned campers and CITs and a clipboard with the child's name, address and phone numbers.
 - C. The Camp Director will survey the grounds immediately surrounding the building and retrieve any child that has separated from the group.
 - D. Counselors will remain with their assigned group.

No one will re-enter the building unless and until the fire department gives the clearance. If clearance cannot be given, the camp will be cancelled. The Camp Director will notify parents and the Onondaga County Health Department. Special concerns will be addressed as they occur; excitement of the evacuation, exercise of relocation and fear will directly affect the blood sugars. Each Counselor must watch their assigned children closely for hypoglycemia, alerting the Camp Director and Medical Director of any concerns.

FIRE PREVENTION

In an attempt to prevent fires, only authorized adults will operate cooking appliances. There will be no smoking permitted. Location of fire extinguishers will be shown during orientation. Fire extinguishers will be maintained by the Baldwinsville Lions Club. Additionally, a fire extinguisher or hose will be kept at any outdoor grille site.

EXIT MAINTENANCE, FIRE EXTINGUISHERS

Exits and paths of egress will be checked daily by the Lions Club and maintained in good working order. Fire extinguishers will be checked daily by the Lions Club and maintained in good working order. Fire extinguishers are located at the exit doors and in the kitchen.

FIRE DRILLS AND LOG

The Camp Director will run a fire drill once each week of the camp, on Monday afternoon (weather permitting). The fire drill will be logged indicating who initiated the drill, how initiated, response by staff, response by children and general comments relative to the assembly of the children at the meeting place.

ELECTRICAL SAFETY

The electrical panel boards are located in closed utility closets, out of areas of public circulation. In the event of a power failure, the facility is equipped with battery backup powered exit and emergency egress lights.

ALARM SYSTEM AND SMOKE DETECTORS

The building is equipped with two (2) hardwired ionization smoke detectors that are easily heard from any location within the facility. The detectors are networked together such that the activation of either detector causes the detector's onboard alarm to activate on both detectors.

MEDICAL EMERGENCIES

Duties of the Medical Director

The position will be held by a person certified in Emergency Response or higher.

Emergencies will be handled as follows:

1. Initial assessment by Assistant Health Director
2. Stabilized per standing orders, at the level of training, and reassessed.
3. Disposition determined.
4. Medical Director and parents are notified of event and disposition.

Medical outbreaks will be handled as follows:

1. Initial assessment by Assistant Health Director
2. Stabilized per standing orders, at the level of training, and reassessed.
3. Disposition determined.
4. Medical Director and parents are notified of event and disposition

In both examples, the Assistant Health Director is responsible for notifying the Onondaga County Health Department.

Standing orders are:

A. Tylenol 10 mg/kg po q4h PRN, headache (not caused by hypoglycemia) or fever >101.5F.

- Children with fevers will be sent home
- Finger sticks will be done on all c/o headaches

B. Treatment for hypoglycemia:

Mild: *symptomatic, conscious, can tolerate oral ingestion*

Stop activity, sit down and rest.

Test blood sugar.

Give the child extra carbohydrates

5 - 10 years old

10 GM of carbohydrates

over 10 years old

15 GM of carbohydrates

Moderate: *symptoms are more acute including shaking, and visual changes*

Stop activity, sit the child down

Test blood sugar

Give 4 ounces of juice or 8 ounces of milk

Give additional carbohydrates as noted above

Severe: *diaphoretic, semiconscious to unconscious and possible seizures*

An RN will administer Glucagon 1 mg SQ > 20kg or 0.5 mg SQ < 20kg.

The child will be placed on their side to prevent aspiration if vomitus.

If no improvement in 5 - 10 min, a second dose is administered and 911 called.

INFIRMARY

An area in the Community House will be marked off and utilized with the Medical Director on site. Any illness or complaint requiring isolation will be discussed with the Camp Director. The infirmary will include at a minimum refrigerated storage for medications, hand washing facilities, first aid supplies, tables and chairs and a cot.

Other:

Children's health records including immunizations will be reviewed by the Camp Director and Medical Director before the start of camp. Special needs issues will be reviewed with the parent before the start of camp. All records will be kept confidential and on a need to know basis.

The Medical Director will meet the children each morning and do a brief screening.

The Medical Director will monitor medications brought from home for the following information:

1. Must be in original container and returned to parents each day
2. Labeled: Doctor, pharmacy (address and phone number), Child's name, Medication name, dose, route, times, date prescription filled, expiration date and storage instructions.
3. Syringes will be in a double locked system

Administration of Medications: Medicine will be administered by a N.Y.S. Registered Nurse as a minimum with a written order by the child's private physician or the camp Medical Director. Children may self administer inhalers and epipens under the supervision of the N.Y.S. Registered Nurse.

To encourage parents and children with diabetes to titrate the insulin according to activity and food, we will provide parents with a daily schedule of events and menu.

Medical Emergencies will be handled as follows: trauma and severe hypoglycemia, will be sent to a local hospital by Greater Baldwinsville Ambulance Corps, or other emergency service provider dispatched by the Onondaga County 911 Center. Children who present or develop early signs of DKA, when possible will be sent to their own doctor or his/her preference of hospital after consulting with the parents/guardian and the camp Medical Director. It is preferred that parents pick up the child, but when this is not possible, the child will be transported by the Camp Director or designee or by ambulance as the case requires.

All activities off site will be supervised by an R.N.. The R.N. will carry the Glucagon, first aid kit, extra food and blood sugar monitoring equipment.

Universal Precautions: Each administrative staff and group leader will have disposable protective gloves available. Volunteers will be instructed in appropriate use during orientation. For accidental exposure to infectious material, immediate hand washing is required and a referral to their private physician.

"Sharps" containers will be available where blood sugar testing or injections are done.

"Sharps" containers will be kept locked when not in use.

All R.N.s must be current with the Universal Precautions Seminar as required by N.Y.S. licensing.

Cleaning and disinfection will be the responsibility of the Baldwinsville Lions Club.

Medical waste and "sharps" will be disposed of at a local hospital.

ILLNESS, INJURY, ABUSE REPORTING

The assistant Health Director will keep a medical log which will include: date, time, camper, c/o, and TX for sick calls. It will also include the daily blood sugar results.

Daily health surveillance will be performed by the Assistant Health Director.

Assistant Health Director is responsible for review of the medical log and daily health screening for the purpose of trending injuries or illnesses. Furthermore, they will be responsible for identification, implementation of risk reduction/awareness, re-evaluation and reporting to the Onondaga County Health Department and the Medical Director.

Medical emergencies or illness that requires the camper to leave camp must be communicated to the Health Director and Health Department.

Child abuse will not be tolerated in any form. The Camp Director, Asst. Camp Director and Asst. Health Director are considered "Mandated Reporters" and as such, suspected abuse or complaints made by parents will be reported to the Onondaga County Department of Social Services "Hotline" for initial screening and follow up.

Children will not be allowed in the park if a stray animal is present. Exposures require immediate washing of the affected area. Attempts will be made to contain the animal, if it can be safely accomplished. Onondaga County Health Department, parents and the health director will be notified within one hour of exposure.

Safety issue to be reviewed:

- Seneca River
- Poison Ivy growth

CAMP SANITATION:

The Baldwinsville Lions Club will provide custodial services for general cleaning and removal of trash to trash containers. Medical waste will be in "sharps" containers or red bag labeled hazardous material and taken to a local hospital for disposal.

Food will be prepared on site. Lunch will be served "family style", but individually wrapped.

ACTIVITY SAFETY AND SUPERVISION

General Supervision

Planning for a maximum of 24 children, including the CITs. At a minimum, the camper to counselor ratio shall not be greater than 6:1. The potential for unobserved hypoglycemic is so high, we feel it mandatory to maintain full supervision during times of passive activity.

When a child leaves the group for any reason, to the toilet room, nurse or any other reason, a buddy system will be employed and the children will remain within site of an adult at all times. The buddy system will include two (2) campers accompanied by a counselor.

Children will be dropped off at 8:00 am and picked up at 5:00 pm. Staff will arrive at 7:45 am and leave after the last child has been picked up. Parents will be requested to bring the children into the Community House and pick them up from the Community House.

Children that will be late being dropped off or picked up must contact the Camp Director so special arrangements can be made.

Transportation to and from camp is the responsibility of the parents. The Baldwinsville Central School District will provide transportation for off site activities. Supervision will continue 1:6 during transport anywhere and for any reason. During transportation, emergency food supplies and Glucagon will be carried by a nurse, riding with the children.

Decisions made in regard to cancellation of events is a group decision and will always go on the side of safety for the children.

CITs will never independently supervise children as noted in their job descriptions. Their primary role is as a role model to younger children and this will be monitored by an adult. Discipline will be in the form of a "time out". Careful assessment must be made by the Activity Director to determine the cause of the behavior and the appropriate intervention. Severe behavior problems will be referred to the parents or guardians.

If a child is lost, the group counselor must positively identify the missing child. The building and surrounding grounds will be searched by the Director, Assistant Counselors (one from each group) and volunteer staff. Since hypoglycemia is a life threatening event, if the child is not found within fifteen (15) minutes, the police will be notified. To avoid this event, no child should leave the group by themselves, but always with a buddy and the counselor's knowledge.

ACTIVITIES

NOTE: Activities not anticipated at Lions Camp Hickory include swimming, stream crossing or incidental contact with the Seneca River or Crooked Brook, boating, horseback riding, rope/challenge course, riflery or off site activities (out of camp trips).

Arts/Crafts: Supplies will only be non-toxic and no saws or knives will be used.

"Classroom": Special speakers may bring in pets. Children will only be allowed contact with the pets under supervision of the owner and staff. At no time will the pet run free in the "classroom".

Field sports/organized games: This will include basketball, volleyball, soccer, kickball. **NO CONTACT SPORTS ARE INTENDED.** If baseball is played, safety equipment will be utilized such as mask and padding for the catcher. Baseball bats will be carried to first base to prevent them from being thrown after hitting the ball.

Nature studies (hiking/fishing): The children will continue a 1:6 ratio with an adult during hiking. Hiking is only at a beginner level and in a family location such as Beaver Lake Nature Center. Each adult will have a glucometer, and emergency food supply to handle any low blood sugar. Strenuous activity will be scheduled after lunch.

Swimming: In general, no swimming activities are anticipated at Lion's Camp Hickory since no swimming pool is available. If swimming is considered, it will have to be offsite. Additionally, compliance with the "Aquatics addendum" and approval of the Onondaga County Health Department will be required if a swimming activity is considered. If a swimming activity is planned, the following protocol will be utilized:

Parents will return a form with the application that describes the child's skills in swimming. This will be reviewed by the director and children will be paired according to skill level. Children will wear a red bracelet for beginner status, and an orange bracelet for moderate to expert levels. This will be available for lifeguard review at Town of Van Buren Central Park Pool. Any child who wishes to upgrade his or her bracelet is required

to be screened by a Progressive Swimming Instructor. Decisions made by this person are final. Note: Counselors will also monitor the activity.

Minimally, every fifteen (15) minutes, pairs will be called (role call) by name and visualized by the director. Staff members will be scattered around and in the pool to observe problems the lifeguards are not able to observe. The director and activity director will address any missing camper. No child will leave the pool area without their buddy and a counselor.

Supervision ratio will be a minimum of 1:6 counselors to campers. In addition, blood sugars will be monitored by doing finger sticks before swimming and during as indicated by the children's request and behavior. Extra food will be offered to prevent and treat low blood sugars.

In the event of a "lost swimmer", the life guard on duty will be immediately notified and the "role call" will be performed to positively identify a suspected missing swimmer. If a swimmer can not be located within five (5) minutes, the local police agency will be notified.

Archery: In the event an archery activity is planned, the following protocol will be utilized (*addendum 7/8/07*):

1. The archery range shall not endanger any person or persons in other program activities and the archery range will be clearly marked with signage, 8 1/2" x 11" in size, to warn passing campers and staff to keep away from the danger area.
2. The shooting area will have at least 50 yards of clearance behind each target.
3. Bowmen shall fire from a common firing line and a ready line shall be marked behind it.
4. The archery activity will be limited to two (2) campers at any one time together with the archery instructor and one (1) counselor at a minimum so that the camper/counselor ratio is 1:1 at a minimum.
5. The bows and arrows will be stored in the office, unstrung, when not in use.
6. The archery instructor will possess bow hunter safety training trainer certificate as a minimum.

LOST CAMPER

Groups will be maintained such that a group of campers has a consistent counselor throughout the day camp session.

In the event it is suspected that a camper is "lost", the counselor will immediately notify the Director who shall immediately notify the local police. Concurrently, either the Program Director or Medical Coordinator will sound a horn recognized by the campers as the signal to gather at a pre-arranged meeting location for fire drills. At that time, role call will be performed in order that it can be verified that a camper is lost. Once verified, the Program Director, program assistants and other staff members will begin a search of the grounds. The Director will remain at the facility to discuss the situation with the local police upon their arrival. All members that are searching for the lost camper will have a 2-way radio thereby maintaining contact with the director and the Medical Coordinator.

Once the camper is located, the Medical Coordinator will respond to the location to administer first aid if necessary.

ORIENTATION AND TRAINING OF CAMPERS AND STAFF

STAFF TRAINING:

Note: All staff will receive a training manual at the training session and will sign a receipt for the manual at the conclusion of the training session indicating completion of the staff training.

First session:

- Medical – Safety, prevention, management protocols
- Understanding diabetes
- Prevention/management of diabetes related situations
- Job responsibilities in a diabetes crisis
- Chain of command/ reporting medical situations
- Prevention/management of a first aid incident
- Blood borne pathogens, safety, precautions, universal precautions

Second session:

- Hazards, emergencies
- Daily grounds needs and responsibilities
- Hazard inventory and assessment, reporting hazards, emergency procedures
- Lightning, fire, fire drill, electrical emergencies, accidents, waterfront
- Intruders, missing persons, “buddy system”, procedures and protocols
- Warning system, evacuation plan
- Maintenance
- Abuse: verbal, physical, sexual, emotional
- First aid crisis and emergencies requiring support or intervention
- Privacy and confidentiality
- Tour of the grounds, identified hazards

CAMPER ORIENTATION:

The first half hour of Mondays session is devoted to orientation. Children who miss the first day will be given an individual orientation on the first day they arrive. Records will be kept on the attendance sheet.

Children will receive by mail the week before camp an outline of the curriculum.

Children will receive daily a copy of the next days activities and menu.

The children will receive a tour of the camp grounds with attention to possible camp hazards. At this time, we will also cover fire drill and evacuation plan and lightning plan. The children will review the buddy system, lost camper plan and pick their buddy. The children will review illness and injury incidents and off site activities.

LIGHTNING RISK ASSESSMENT

Type of structure:	
Places of public assembly.....	9
Type of construction	
Wood with composition roof.....	3
Relative location	
Structures in areas of higher structures, small structures.....	1
Topography	
On Flat Land.....	1
Occupancy and Contents	
Small assembly of people - less than 50.....	4
	<hr/>
Sum of Index Values	18
Frequency index	5
Risk Index.....	5.4
Moderate to severe	