

# Medication Policy

All campers who must take medication daily must have a signed permission form (specifying medication name, dosage, time to be administered, non-prescription, prescription and topical ointment) from his/her parent/guardian. Non-prescription medication (over-the-counter) will be handled the same as prescription medication. Medication can not be administered without this form on file.

The only medication administered must be in pill or liquid form (none of which can be narcotic). The medicine must be in its original container with the original prescription label. Medicine in any container other than the original will not be accepted. All medicine will be stored with the Health Care Supervisor and if necessary, stored in a cooler or refrigerator in the coaches' room or rink office.

No medicine can be given by injection. The only exclusion to this would be an Epipen. Inhalers can be utilized, however, explicit instructions must be given from the camper's primary care physician, as most do not have instruction labels.

No medicines will be administered without being logged in as to specific dosages and times administered. A log sheet shall be kept for each camper and be available for the parent/guardian or medical supervisor. Only the person qualified and certified in First Aid/ CPR will administer medication.

All staff members should be trained in the use of universal precautions, including the proper use and disposal of gloves.

Gloves shall be used for handling any and all bodily fluids, including but not limited to, blood, urine, fecal matter, nasal discharge and saliva. All areas coming into contact with these fluids are to be washed with the proper bleach/water solution (1 tbsp bleach to 1 quart water or 1/4 cup bleach to 1 gallon water). All bodily fluids shall be handled with the assumption that they are contaminated. This is for the protection of the staff as well as the campers. All materials, including gloves and clothing, that have come in contact with any of the above shall be placed in a plastic bag out of the reach of campers until they can be properly disposed of.

All medication will be returned to the parent/guardian at the end of the camp week. Any medications that are not picked up by the close camp will be destroyed.

---

TO: Parent/Guardian

FROM: Pro Ambitions Hockey, Inc.

RE: Medications

Please be advised that the Commonwealth of Massachusetts Department of Public Health and the respective city/town Boards of Health require any medication administered to your camper during his/her stay at a Pro Ambitions Hockey, Inc. camp must be brought to camp in the original container that is clearly labeled by the pharmacy with the camper's name and dosage requirements. Medication will not be accepted or administered under any other conditions.

**HCC:** \_\_\_\_\_

# Policy on Administration and Storage of Medications

All medications will be administered by the camp nurse, other Health Care Supervisor(s) or, under the supervision of the Health Care Consultant. Prescriptions are only administered after receiving consent and completion of the **Authorization to Administer Medication to a Camper** form by the camper's parent or legal guardian.

- The camper will be positively identified by the his/her name badge and by parent conversation upon completion of the authorization form. Identification can be confirmed by the camper's counselor.
- **Proper storage of medications** will be controlled by the Health Care Supervisor. Medications will be stored in a locked box within a secured storage area. If necessary, medications will be stored in a secure refrigerator in the nurse's station or Rink Director's office.
- Individually prescribed Epipens will be carried by the Director, Head Coach or group counselor. Administration protocol will be in the possession of the Health Care Supervisor. Self-administered inhalers may be carried by individual campers.
- The Health Care Consultant will be notified under any questionable circumstance/adverse reactions of medication administration.
- If medication is refused/omitted, the camper's parent(s) will be notified, as well as Dr.Cristina Cataldo, Health Care Consultant.
- If any error is made in administration or there is an adverse reaction to medication, the parent(s) will notified and there will be an immediate transport to a local hospital. In addition, an incident report will be filed.
- A **Daily Log of Medication Administration** will be completed by the Health Care Supervisor for each camper.
- When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned it shall be destroyed as follows:
  1. Destruction of prescription medications shall be accomplished by the health care consultant, witnessed by second person and recorded in a log maintained by the camp for this purpose. Said log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction. The health care consultant and the witness shall sign each entry in the medication destruction log.
  2. The medication log shall be maintained fo at least three years following the date of the last entry.

## AUTHORIZATION TO ADMINISTER MEDICATION TO A CAMPER

(To be completed by parent/guardian)

Name of Camper: \_\_\_\_\_ Age: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Food/Drug Allergies: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Diagnosis (at parents discretion): \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_

Name of Licensed Prescriber: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Emergency Telephone: \_\_\_\_\_

Name of Medication \_\_\_\_\_ Dose given at camp: \_\_\_\_\_ Route of Administration: \_\_\_\_\_

Frequency: \_\_\_\_\_ Date Ordered: \_\_\_\_\_ Duration of Order: \_\_\_\_\_ Quantity Received: \_\_\_\_\_

Expiration date of Medications Received: \_\_\_\_\_ Special Storage Requirements:

\_\_\_\_\_

Specific Directions (e.g., on empty stomach/with water) \_\_\_\_\_

Specific Precautions

\_\_\_\_\_

Possible Side Effects/Adverse Reactions

\_\_\_\_\_

Other medications (at parents' discretion)

\_\_\_\_\_

Location where medication administration will occur \_\_\_\_\_

## Authorization to Administer Medication to a Camper (2)

I hereby authorize Pro Ambitions Hockey, Inc. to administer, to my child, \_\_\_\_\_ the medication(s)  
NAME OF CAMP NAME OF CHIILD  
listed above, in accordance with 105 CMR 430.160.

### 105 CMR 430.160(A)

*Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.*

### 105 CMR 430.160(C)

*Medication shall only be administered by the health supervisor\* or by a licensed health care professional authorized to administer prescription medications. The health care consultant shall acknowledge in writing the list of medications administered at the camp. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.*

### 105 CMR 430.160(D)

*When no longer needed, medications shall be returned to a parent of guardian whenever possible. If the medication cannot be returned, it shall be destroyed.*

\*Health Supervisor – A person who is at least 18 years of age, specially trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sample Daily Log for Medication Administration** (complete for each medication)

Year \_\_\_\_\_ Name of Camper: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Name and Dosage of Medication: \_\_\_\_\_ Route: \_\_\_\_\_ Frequency: \_\_\_\_\_

Directions: Initial with time of administration. Include a complete signature and initials of persons administering medication below.

	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
May																																	
June																																	
July																																	
Aug																																	

**Initial** (Person administering medication)

**Signature**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Codes for Administration: (A) Absent (E) Early Dismissal (X) No Camp (O) No Show (F) Field Trip (N) No medication available (D/C) Medication Discontinued

# Emergency Medical Procedures

In the event of a medical emergency, the counselor will call for help from the Director/Head Coach/Health Care Supervisor. The camper will never be left unattended. must immediately assess the situation

The Director/Head Coach/Health Care Supervisor must immediately assess the situation and either administer First Aid or call 911. The parent/guardian contact will be called next. Instructions to and from the parent are paramount. Under no circumstance should any staff assist in any medical emergency. Only the person named Health Care Supervisor should assist. By doing so, the situation may be aggravated. See to it that the camper is comfortable and has someone to watch him/her until an ambulance/parent arrives.

If the parent requests that someone attend the child in the ambulance, a staff member will be assigned to go.

Following the incident, a medical injury report must be completed and filed. Medical emergency forms are located found in this manual. The Director/Head Coach will be in possession of the manual.

Copies of all injury reports must be forwarded to the City/Town's Board of Health and the State Board of Health.

HCC \_\_\_\_\_

# General Protocols

## A. Pro Ambitions Hockey, Inc. staff should:

1. Insure physical safety of the victim.
2. Stay with camper at all times (or until replaced).
3. Call or designate someone to call (depending upon severity):
  - Director, RN, and Health Care Supervisor (use cell phones)
  - Emergency Services - Fire/Police (911)
  -

## B. Health Care Supervisor, Camp Director or Head Coach, once notified should:

1. Assess type/severity of emergency.
2. Resolve problem on site or make necessary contacts for proper referral or progression in Action Plan.
3. Report incident to Director, Health Care Supervisor and Rink Office.
4. Record incident in Medical Log.

## C. Director, once notified should:

1. Go immediately to the scene.
2. Provide support to those affected.
3. Consult with appropriate parties (Staff, Health Care Supervisor, RN, parents, medical personnel, etc.),  
as needed.
4. Decide whether to activate extended/specific Emergency Action Plan.

## Follow-up

The EAP (Emergency Action Plan ) Team will:

1. Decide the appropriate time and format for wider dispersal of information to the campus community.
2. Insure continued support of the victim's family and camp friends.
3. Begin an internal review to see if contributing factors are correctable so that future incidents may be avoided.
4. Document in writing all phases of response and follow-up.
5. Determine whether or not the Department of Social Services should be notified as mandated by the
6. Commonwealth (abuse, illness outbreak).
7. Make proper referrals to campers for psychological support for victim and fellow campers.
8. Insure an internal review of the incident to make sure safety and response systems functioned properly.
9. Insure follow-up by appropriate administrators.

HCC \_\_\_\_\_

# Protocol for Handling Illnesses, Injuries and/or Accidents

## Pro Ambitions staff should:

- Stay with ill/injured camper(s) at all times.
- Contact Health Care Supervisor, camp nurse (if applicable) and Director by cell phone.
- If life threatening, call 911.** If certified, administer CPR/First Aid, as needed.
- If not life threatening,** call or designate someone to call Public Safety and arrange for transportation.
- Accompany the camper(s) to Head Coach/Director.
- If a criminal or violent act caused an injury and if the perpetrator may still be at large, call or designate someone to call 911.

## Public Safety should

- Call Director and Rink Office.
- Take action to insure community safety, if necessary.

## Rink staff should

- Proceed immediately to the scene to aid staff and to support as necessary those affected (fellow campers,, parents, etc.).
- If the camper(s) is/are taken directly to the hospital, notify and arrange camp personnel to travel with victim(s) in ambulance.
- Decide who should call the parents; usually this will be the Head Coach, Director, nurse or Health Care Supervisor.
- Provide assistance and access to appropriate information and people for any investigation by police.
- Decide the appropriate time and format for wider dispersal of information to the camp community.
- Insure that a thorough internal review of the incident is initiated.
- Begin follow-up as specified in General Protocols.
- Trained employees, the camp nurse or the Health Care Supervisor, will handle blood spills.** Your responsibility is to report and keep campers away from the affected area.

## Illnesses

Campers with a mild illness will be given the opportunity to rest and be observed under the scrutiny of the Camp Director/Health Care Supervisor. If the illness shows no sign of improvement, the camper will be transported to the nearest hospital for monitoring until a parent or authorized adult arrives to pick-up the camper. If the camper feels well the following day, he/she may return to physical activity. If a doctor's visit was necessary, the camper must provide a note to be allowed to return to camp activities. Any outbreak of illness and the like will be reported to the Local Board of Health immediately. Emergency phone numbers are in Director's folder in coach's locker room.

The Health Care Supervisor will always follow the treatment regiment placed with the medical documents from the Health Care Consultant. The Written Orders will be followed as per Dr. Cristina Cataldo..

**HCC** \_\_\_\_\_

# Policy on Mild Illnesses

PRO AMBITIONS HOCKEY, INC HAS A WRITTEN MEDICAL POLICY APPROVED BY THE LOCAL BOARD OF HEALTH AND BY THE CAMPS HEALTH CARE CONSULTANT. OUR POLICY INCLUDES, INFECTIONS CONTROL, HANDLING OF HEALTH EMERGENCIES AND ACCIDENTS. PROVISION FOR MEDICAL, FIRST AID SERVICES.

EACH OF OUR DESIGNATED STAFF RECEIVES A COPY OF OUR POLICIES. OUR DESIGNATED STAFF ARE TRAINED IN FIRST AID/CPR AND AED.

UPON REQUEST PARENTS SHALL BE PROVIDED A COPY OF THE POLICY PERTAINING TO THE CARE OF AN MILDLY ILL CAMPER, ADMINISTRATION OF MEDICATIONS.

Pro Ambitions is not equipped to care for sick campers. The Health Care Supervisor, nurse (when applicable), and/or Director/Head Coach, will decide if a camper can attend the program. If a camper becomes ill while at the rink, the Director/Head Coach will contact the parent or emergency contact person to ask that the camper be taken home. Circumstances that would prompt such action include instances where the staff feels the camper needs to see a physician, is contagious or, requires prolonged individual attention that may interfere with the supervision of other campers. Until the parent arrives at the rink, the camper will be made comfortable in an appropriate setting, depending upon the severity of illness.

Parents will be provided information of symptoms upon arrival. Should these symptoms indicate an infection of a communicable nature (impetigo, lice, conjunctivitis, etc.) parents will be asked to take the camper to a physician. Pro Ambitions will request a doctor's note stating the diagnosis and date the camper may return to the program.

Parents should not bring a camper to the program when there is a chance he/she is not well. Common conditions for sending a camper home include:

**Temperature:** If a camper has a fever of at least 100 degrees, he/she will be sent home. The temperature should be normal, as well as energy level and appetite, before the camper returns to the program.

**Vomiting and/or diarrhea:** Complaints of loose stools and observation of vomiting necessitates a return home. These conditions may not only spread throughout the camp but it is a disservice to the camper if they cannot be in more comfortable environment. The camper may return when these conditions are under control.

**Impetigo:** This condition appears as crusty sores which may be located anywhere on the body, but commonly on the face. Campers may return 24 hours after the lesions are dried up.

**Conjunctivitis:** This is a very contagious eye infection. There will be eye redness and tearing associated with yellow discharge. There may be difficulty in opening the infected eye. The camper should see his/her physician and be free of eye discharge before returning to the program.

**Strep Throat and Scarlet Fever:** This condition involves a sore throat, swollen neck glands and a fever. A visit to the physician and a doctor's note is required before a return to camp. Scarlet Fever is a rash on the body with a "sandpaper" feeling. A physician's note is needed with return date noted.

**Chicken Pox:** These campers should seek their physician's advice for program participation. Susceptible campers and staff might be excluded from the program after exposure according to MDPH guidelines. We must be notified if exposure is suspected. Parents of other campers will be notified. Campers may not attend the program until all sores have healed over. The local Board of Health will be notified and the guidelines of the Massachusetts Department of Public Health will be followed.

**Respiratory Infections:** These are very common and usually caused by viruses. Parents should keep campers home until they are free of fever

**Head Lice:** This condition is characterized by a very itchy scalp and nits which resemble dandruff. These cannot be easily removed from the hair. Campers may return to the rink after receiving treatment prescribed by the camper's doctor.

If a camper is sent home due to illness, the staff will provide a symptom report. If the student is ill with a contagious condition, parents should inform the Pro Ambitions staff to enable us to inform other parents.

A notice will be posted to inform parents of any communicable disease. Questions will be referred to the medical staff.

**Headache:** This condition is characterized as a pain located in the head, over the eyes, at the temples, or at the base of the skull. They can be relieved by with medication such as tylenol or ibuprofen.

**Nausea:** This condition is characterized by a sickness at the stomach, especially when accompanied by a loathing for food and an involuntary impulse to vomit. They can be relieved by maintaining your electrolytes by drinking sports drinks and clear liquids, eating carbohydrates such as toast or crackers, use antacids, and get plenty of rest.

If a camper is sent home due to illness, the staff will provide a symptom report. If the student is ill with a contagious condition, parents should inform the Pro Ambitions staff to enable us to inform other parents.

A notice will be posted to inform parents of any communicable disease. Questions will be referred to the medical staff.

**HCC:**\_\_\_\_\_

# Camp Injuries

As the injuries most likely to occur at a hockey camp will occur on the ice, there will be two approaches to treatment.

**If the injury is on the ice:** Do not move the camper/staff until the certified staff member has assessed the situation. No staff or camper not certified in First Aid shall administer to the patient. Movement of an injured person can often result in further injury. Most often, the ice can actually act as a help, not a hindrance. Clear the ice of all nonessential personnel and campers.

Determine if the camper/staff member is coherent. Ask questions that require thought for the answer (i.e.: name, day of the week, where he/she is). If the injury is not visible or immediately apparent, ask the patient to describe the injury.

Call for an ambulance **immediately** for the following:

- Broken bone
- Severe and deep cut with loss of blood
- Concussion
- Severe vomiting
- Other trauma as assessed

Administer to each situation until the ambulance/paramedics arrive. Assist the medical personnel by detailing all pertinent information regarding the accident and injury prior to their arrival. Notify the parents/guardians of the injury and the transportation process. Remain with the patient at all times. Refer to the emergency procedures that the rink has implemented and follow accordingly.

If parents/contact person(s) cannot be immediately found, calls will be made every five minutes until they are reached. Log any injury report and follow up with the parents and hospital.

**If the injury is minor and off the ice,** some of the same rules apply.

Do not move the injured staff/camper until the injury has been assessed by the certified first aid staff member. Remove all non-essential campers and staff from the area. Only the certified First Aid staff member(s) may treat the injured person.

After the camper/staff member has been administered to, the injured person should have a resting period of at least fifteen to thirty minutes depending on the injury. Some injuries, although not necessitating an ambulance, may still require that the camper/staff member be released for the day. A parent/guardian should be notified when First Aid is administered and should help in the determination of whether the injured person should be released.

All injuries should be logged in a medical injury report book that lists the injured's name and address, the type of injury and the treatment of said injury. A copy of same should be faxed/mailed to the City Board of Health and the Massachusetts Department of Public Health. The Camp medical director must also be advised. Should there be any questions that arise, first call the office.