



Policies, Procedures Handbook

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No Skyhawk Sports Camp will begin operation until in full compliance with 105 CMR 430.000. Approval is given by the Easton Board of Health

Camp Philosophy

Stonehill College Sports Camps encourages campers to maximize their athletic potential while improving the mental and physical aspects of a player's game. From providing high quality instruction by an experienced and knowledgeable coaching staff, to instilling important ideals like leadership, motivation, and sportsmanship, Stonehill College Sports Camps seeks to provide a memorable and educational experience for every camper.

Camp Directors

Soccer Camp	Jim Reddish/Rolando Lopes Head Men's Soccer Coach/Head Women's Soccer Coach CPR/AED Certified
Boys Basketball Camp	David McLaughlin Head Men's Basketball Coach CPR/AED Certified
Field Hockey Camp	Shelly Morris Head Field Hockey Coach CPR/AED Certified
Football Camp	Robert Talley Head Football Coach CPR/AED Certified
Girls Basketball Camp	Trish Brown Head Women's Basketball Coach CPR/AED Certified
Track & Field Camp	Rich Hart Assistant Men's & Women's Cross Country/Track & Field Coach CPR/AED Certified
Softball Camp	Ken LeGrice Head Softball Coach CPR/AED Certified
Women's Lacrosse Camp	Katie Lambert Head Women's Lacrosse Coach CPR/AED Certified
Tennis Camp	Peter Miller Head Men's Tennis Coach CPR/AED Certified
Cross Country Camp	Karen Boen Head Men's & Women's Cross Country/Track & Field Coach CPR/AED Certified
Volleyball Camp	Lauren Amundson Head Women's Volleyball Coach CPR/AED Certified



Staffing

Staff members will be hired based upon their skills acquired through education, coaching and/or playing experience.

All applicants must submit the following documents in order to obtain employment:

1. Contract
2. Authorization to Release Information
3. SORI Request Form
4. CORI Request Form
5. I-9 Form
6. Physical Examination Form
**within the past 24 months of employment*
7. Emergency Contact Form

All applications will be reviewed and evaluated by the Coordinator of Camps/Clinics and employment will be determined on a case-by-case basis.

Every staff member must have a background check completed before he/she may begin work as a camp coach, counselor, or instructor. Stonehill College Human Resources will approve all CORI and SORI checks. All documents verifying background information will be secured and maintained by Human Resources.

Staff Orientation

To be held on the 1st day of camp before the 1st session and lead by Stonehill College Coordinator of Camps/Clinics

Agenda

1. Welcome and Introductions

Staff Members (Sports Camp Staff, Camp Director, Camp Staff, Trainers, etc.) introduce themselves to the group.

2. Distribute Camp Binders

The binders include, but are not limited to; camp handbook, policies and procedures, camp philosophy, 105 CMR. Encourage staff to highlight and take notes.

3. Review key components of the handbook

Review medical policies and procedures, attendance requirement, fire drill, lost camper plan, communication, emergency protocol, etc.

4. Review and discuss residence hall policies and procedures

Orientation focused on residence hall policies and responsibilities of overnight staff members.

5. Review campus map

Review campus locations (i.e. dining facilities, athletic fields, and residence halls).



6. Explain procedure and responsibilities for registration

Discuss location, areas of responsibility, etc. surrounding registration.

7. Questions or Concerns?

Encourage the staff to ask any questions or offer any concerns they may have.

8. Camp Director orientation

Camp Director will discuss important information surrounding the specifics of camp (i.e. schedule, drills, etc.).

Discipline Policies & Procedures

Every staff member may use disciplinary tactics to reinforce positive behaviors and maximize each camper's growth potential. **Corporal Punishment (i.e. spanking, slapping, hitting, etc.) is absolutely prohibited as a disciplinary act.** Each camper's behavior will be handled on a case-by-case basis and all disciplinary acts will be used with discretion and with the best interest of the camper in mind. Any camper who is continually disruptive or who chooses to violate camp policies will be referred to the camp director(s). If the camper's behavior is deemed detrimental to the quality of camp and the experience of other campers, the camper's parent/legal guardian will be contacted and the camper will be dismissed from camp indefinitely (without refund).

Other Prohibitions:

1. No camper shall be subjected to cruel or severe punishment. *(i.e. Hazing, humiliation, verbal abuse, etc.)*
2. No camper shall be denied food and/or shelter as a form of punishment.
3. No child shall be punished for soiling, wetting, or not using the toilet.

Prevention of Abuse & Neglect

All staff members will report any and all suspicions of child abuse and/or neglect. The suspicion should be reported to the Massachusetts Department of Social Services and/or the Camp Director(s). If the Camp Director(s) are consulted it is his/her responsibility to immediately report any suspected abuse or neglect to the Massachusetts Department of Social Services. After notifying the Massachusetts Department of Social Services the director must file a 51A report – alleging abuse or neglect of a child in the care of a recreational camp for children.

Systems of Communication

Emergency Procedures

Camper lists/rosters with emergency telephone numbers will be readily available to Camp Director(s). Each camper's medical information will also be available to camp medical staff and Camp Director(s).

In the event of an emergency all staff members are to act in a calm, controlled manner and will follow these general procedures:



1. Gather his/her campers in one pre-designated general meeting area.
2. Take attendance/roll call.
3. Await instructions from Camp Director(s).

Emergency Telephones

- As Located in the *Emergency Procedures and Summer Housing Policies Handbook*

“Blue Light” emergency telephones are located in various open/walking areas of the campus. Access/emergency telephones are located outside each residence hall complex. All telephones have an emergency button which rings to the campus operator and shows the location of the activated telephone.

- ▼ To report an emergency, simply dial 911 from any campus phone.
- ▼ On call boxes located in front of residence halls and on walkways, press the Red Emergency Button and a campus operator will assist you.
- ▼ Should you need assistance but can not walk, dial 911 from a campus phone or press the Red Emergency Button on the emergency post. The campus operator will be notified and a police officer will be dispatched to your location.
- ▼ For PROMPT emergency assistance when using a cell phone dial (508) 565-5555 (Campus Police, recorded line) to dispatch immediate emergency assistance.

Contingency Plan
Day/Overnight Campers

Campers who are registered but fail to arrive for the day’s activities:

- STEP 1: Double Check attendance and/or roll call.
- STEP 2: Phone call to parent/legal guardian provided on the application form.
- STEP 3: If the whereabouts of the camper are not identified by STEP 1 or STEP 2, the proper authorities (Easton Police Department/Stonehill College Campus Police) will be contacted.

Campers that fail to arrive at the point of pickup following the day’s activities:

- STEP 1: The camper’s counselor/coach (staff member) will be notified and questioned.
- STEP 2: Phone call or contact the camper’s parent/legal guardian provided on the application form.
- STEP 3: If the whereabouts of the camper are not identified by STEP 1 or STEP 2, the proper authorities (Easton Police Department/Stonehill College Campus Police) will be contacted.



Camper arrives that is unregistered (walk-up):

STEP 1: Locate parent/legal guardian.

STEP 2: If the camper did not arrive with his/her parent/legal guardian, determine who the camper arrived with.

STEP 3: If the child's parent/legal guardian and ride has left, make every effort to contact a parent/legal guardian to ensure the child's safety and security.

*****At the conclusion of each camp day, staff members (coaches/counselors) must release his/her campers directly to their parent or legal guardian or other person previously designated in writing by parent or legal guardian. (see Dismissal Authorization Release Form)***

Release Forms

No camper may participate in any Stonehill Sports Camp without a completed application:

1. Application/Payment
2. Health Form (Physical & Immunizations) **within the past 24 months*
3. Release of Liability Form
4. Medication Release Form (if applicable)

Drug & Alcohol Policy

Every camper will abide by all policies set forth by Conference & Event Services and Stonehill College. Any camper that violates the drug and alcohol policy will be immediately dismissed from camp (without refund) and banned from attending any future sports camp held at Stonehill College.

Drug Policy:

The possession, use, sale or distribution of illegal drugs is strictly prohibited on campus property. The unauthorized use or possession of drugs prescribed for medical purposes is also strictly prohibited. Use or possession of drug paraphernalia is not permitted on College grounds.

Alcohol Policy:

*Massachusetts law forbids the possession of, the sale of, the serving of, and the procurement of alcoholic beverages to and by persons under 21 years of age. The law also forbids falsifying age and identification cards. Use or possession of alcohol (except at approved functions) in public areas, campus grounds, athletic events, academic buildings, Dining Commons, College Center, **ALL RESIDENCE HALLS** (regardless of age) is prohibited.*

Tobacco Policy

The use of tobacco products **of any kind** is prohibited on campus property.

Supervision Policies & Procedures

Each staff member (counselor/coach) shall be responsible for not more than 10 campers. The camper to staff ratio shall never exceed 10:1.



Day/Overnight Campers

Each staff member (coach/counselor) is responsible for taking attendance/head count before departing for the days activities, before each training session, and before departure from each night session.

The primary responsibility of each staff member is the health and safety of the campers. Camper(s) must be accompanied by a staff member (i.e. director, assistant director, coach, counselor, trainer, etc.), regardless of where they are on campus; **NO EXCEPTIONS**. The “buddy system” will **not** be utilized. No camper will be left unattended during camp hours.

Dismissal Policy

A camper may only leave with:

1. Parent/Legal Guardian
2. Emergency Contact
3. Prior approval of someone other than parent/legal guardian
 - ONLY if a written and signed document is provided by parent/legal guardian
 - Must complete and sign a Dismissal Authorization Release Form

Early Dismissal – *There will be no refund for early dismissal.* No camper may be dismissed early without notifying their coach/counselor and the Camp Director. A camper may only leave with:

1. Parent/Legal Guardian
2. Emergency Contact
3. Prior approval of someone other than parent/legal guardian
 - ONLY if a written and signed document is provided by parent/legal guardian
 - Must complete and sign a Dismissal Authorization Release Form

Fire Plan & Residential Policies

Every Stonehill College sports camp (i.e. Track & Field, Cross Country, Soccer, Field Hockey, Girls Lacrosse, Football, Boys Basketball, Girls Basketball, Softball, Tennis and Girls Volleyball) will administer a **fire drill within the first 24 hours of each camp session.**

In the event of a fire emergency, each staff member (coach/counselor) will be responsible for gathering their assigned campers in one area, account for every assigned camper, form a single file line and evacuate the building using the following Stonehill College Fire Safety emergency procedures:

In the event that a fire alarm sounds or an actual fire is detected:

1. Vacate the building as quickly as possible via the nearest Fire Exit.
2. When descending from upper floors do not use elevators; use nearest stairway.
3. Walk, do not run, to the nearest exit.
4. If you are in your room, **CLOSE** the windows, **LEAVE** the light **ON**, **CLOSE** the door, and **WALK** briskly to the nearest Fire Exit.



5. The college advises all staff members (directors/coaches/counselors) to familiarize themselves with the location of fire extinguishers, fire alarm boxes and fire exits.

Falsely sounding a fire alarm will lead to immediate expulsion from camp, criminal prosecution, and removal from campus.

Stonehill College has designed a fire code (The Code) in association with the Easton Fire/Rescue Department to ensure the safety of the summer campus guests and to prevent the occurrence of fire. This Code meets all the requirements set forth in the Commonwealth of Massachusetts Fire Prevention Regulations and Stonehill College policies.

Fire Protection Equipment (use & misuse)

1. The discharging of fire extinguishers, except to extinguish a fire, is prohibited. Any person doing so will face immediate expulsion from camp, criminal prosecution, and removal from campus.
2. Sprinkler heads, heat detectors, smoke detectors, fire extinguishers and fire alarm pull boxes shall remain unobstructed at all times. Sprinkler heads must have eighteen inches (18”) of clearance from the distributor plate.
3. Tampering with or causing fire alarm and fire fighting equipment to become inoperable will lead to immediate expulsion from camp, criminal prosecution, and removal from campus.

Exits/Egress (use & misuse)

1. Any items that impede egress' are prohibited.
2. Hallways, corridors, and fire escapes shall remain clear and unobstructed at all times.
3. Bicycles in corridors or stairwells are prohibited.
4. All doorways should remain clear and unobstructed at all times.
5. Furniture, wardrobes, partitions and drapes that are obstructing the means of egress are prohibited. These may inhibit or prevent campers from escaping from rooms in case of fire.
6. Wardrobes, dressers, bicycles, and beds must be kept against the walls and must not obstruct the door or heaters.
7. Fire exits doors in Boland, Holy Cross, O'Hara, Pilgrim Heights, Notre Dame du Lac, and Villa Teresa are alarmed and are to be used only in an emergency. Unwarranted use of the alarmed doors will lead to immediate expulsion from camp (without refund), criminal prosecution, and removal from campus.
8. Exterior entrance doors to all Residential Buildings should be closed and locked at all times. Exterior doors are not to be left open or propped.



Fire Doors

Fire doors are to remain closed at all times since they act to contain toxic fumes, smoke and fire to a limited area.

Electrical (use & misuse)

1. Stonehill College prohibits all electrical wiring other than that which it provides. Dimmer switches and adaptors for outlets are wiring violations.
2. Multiple outlet extension cords of any kind are prohibited. If you are in need of an outlet strip you must purchase a UL approved with a circuit breaker.
3. All string lights must be hung properly, safely, and ensure intact cord insulation.

Furniture (use & misuse)

1. All upholstered furniture is labeled.
2. Upholstered furniture that is ripped or torn is prohibited.
3. Beanbag chairs and inflatable furniture is prohibited.
4. Summer guests are limited to three cushions per room.
5. All furniture must remain at least six inches (6") from any heating unit.

Prohibited Items

1. The possession and use of the following items are strictly prohibited on campus grounds:
 - ▼ Candles
 - ▼ Flammable Liquids
 - ▼ Flame Lamps
 - ▼ Incense

Violators will face immediate expulsion from camp (without refund), criminal prosecution, and removal from campus.
2. The use of electrical blankets, hot plates, George Foreman style grills, toasters, toaster ovens, broilers, popcorn poppers, air conditioners, space heaters, and microwaves in campers' rooms and in common areas is prohibited except as provided by Stonehill College.
3. Coffee makers, curling irons, clothes irons, hair straighteners, hot pots, and other appliances are allowed only if they have an automatic shut off. Summer guests must have proof of automatic shut off.
4. All types of halogen lamps are prohibited.
5. Attaching or hanging items made of combustible material from ceilings is prohibited.
6. Stonehill College Sports Camps campers are prohibited from using any outdoor grill at any time.
7. The accumulation of debris, dirty laundry, cans and bottles is prohibited.
8. Exterior decorations on residence halls and in residence hall areas are prohibited, unless provided by the College.



9. No decoration or signage on residence halls and in residence areas are to be visible from outside the building, unless provided by the College.

Ceiling Tiles (use & misuse)

All ceiling tiles must remain intact and in place. Missing or broken ceiling tiles create drafts and can lead to the rapid spread of toxic fumes and fire. Ceiling tiles act to slow the spread of fire and smoke.

Posters

Residential areas equipped with automatic sprinklers may have wall posters, tapestries, or wall hangings in guest rooms provided they are mounted more than six inches (6") below the ceiling.

In lounge spaces, the wall area covered shall not exceed 25% of the total wall area in sprinkler-equipped buildings.

Wall posters, hangings and tapestries shall not exceed twenty-four inches (24") in width or thirty-six inches (36") in length and shall be firmly attached to the wall such that it lays flat against the wall. There shall be at least twelve inches (12") between each individual wall poster, hanging or tapestry.

Wall posters, hangings and tapestries are prohibited in corridors, hallways and kitchen areas, unless they are non-combustible. Signs of an informational nature shall be allowed only in designated areas such as a College provided tack or bulletin board.

Inspections

Periodically, Conference & Event Services will inspect all summer guest rooms on campus to make sure they are safe for occupancy. At inspection, fines from \$250 to \$500 will be assessed to the occupants of the room for each Fire Safety Code Violation. The summer guests will have twenty-four hours to correct the violation(s) after which time, failure to correct the violation will lead to immediate loss of residency. *In order to insure integrity of the inspections, summer guests do not have to be notified or present.*

Further, the Easton Fire/Rescue Department, and Stonehill Facilities Management Department, the Town of Easton Building Inspector and Stonehill Campus Police may also conduct unannounced inspections of the rooms.

Summer guests' compliance with the aforementioned Fire and Safety Regulations is necessary to insure the safety of all campus residence.

Disaster Plan

In the case of a disaster and the camp is advised by local authorities to evacuate the area, camp staff (coaches/counselors) will locate all of



his/her assigned campers, make sure all assigned campers are accounted for and follow Stonehill College Sports Camps disaster plan:

1. The staff (coaches/counselors) will be notified when it is necessary to evacuate their current location.
2. After the staff (coach/counselor) has been notified he/she should guide their assigned campers in a timely and orderly fashion to the designated emergency facility/central meeting area.
3. In the case of a tornado or high winds staff members (coaches/counselors) must instruct campers to crouch down against the floor and cover the back of their head and neck with their hands.
4. The campers, under the direction of the coach/counselor will report to the designated emergency facility/central meeting area where they will receive further instruction and (if needed) be transported away from Stonehill College to an off campus safe location.

****Emergency Facility/Central Meeting Area:***

Sally Blair Ames Sports Complex

Lost Camper Plan

In the case of a lost or missing camper the following steps must be followed by the camp staff.

1. The search will be lead by the Coordinator of Camps/Clinics. Staff members must:
 - a. Report that there is a missing camper to the Coordinator of Camps/Clinics
 - b. Report the lost campers name
 - c. Report the last place the camper was seen
 - d. Report what the camper was wearing
 - e. Report any other information that may be helpful
2. Using the term “Flying Skyhawk” to define missing camper, the camp coordinator must notify all staff that a camper is missing. By using the sound system (if available), announce for the camper to report to the central meeting area (Sally Blair Ames Sports Complex).
3. Conduct a thorough search of the athletic facilities, dorm rooms, bathrooms, dining facilities and campus grounds.
4. Move all remaining campers to the central meeting area (Sally Blair Ames Sports Complex) and instruct staff members (i.e. coaches/counselors) to take an accurate head count.
5. Camp staff is assigned areas by the Coordinator of Camps/Clinics and must ensure campus facilities and the surrounding areas are searched.
6. Check the camp office records to determine if the camper was picked up by parents or made other arrangements for early dismissal. If not, immediately notify the camper’s parents/legal guardians to determine if the camper was picked up early without notification of the Coordinator of Camps/Clinics.



7. Notify emergency personnel (Campus Police, Easton Police) if the camper is not located immediately or if the camper requires medical attention (refer to Emergency Plan).

Lost camper searches will continue until all campers are accounted for

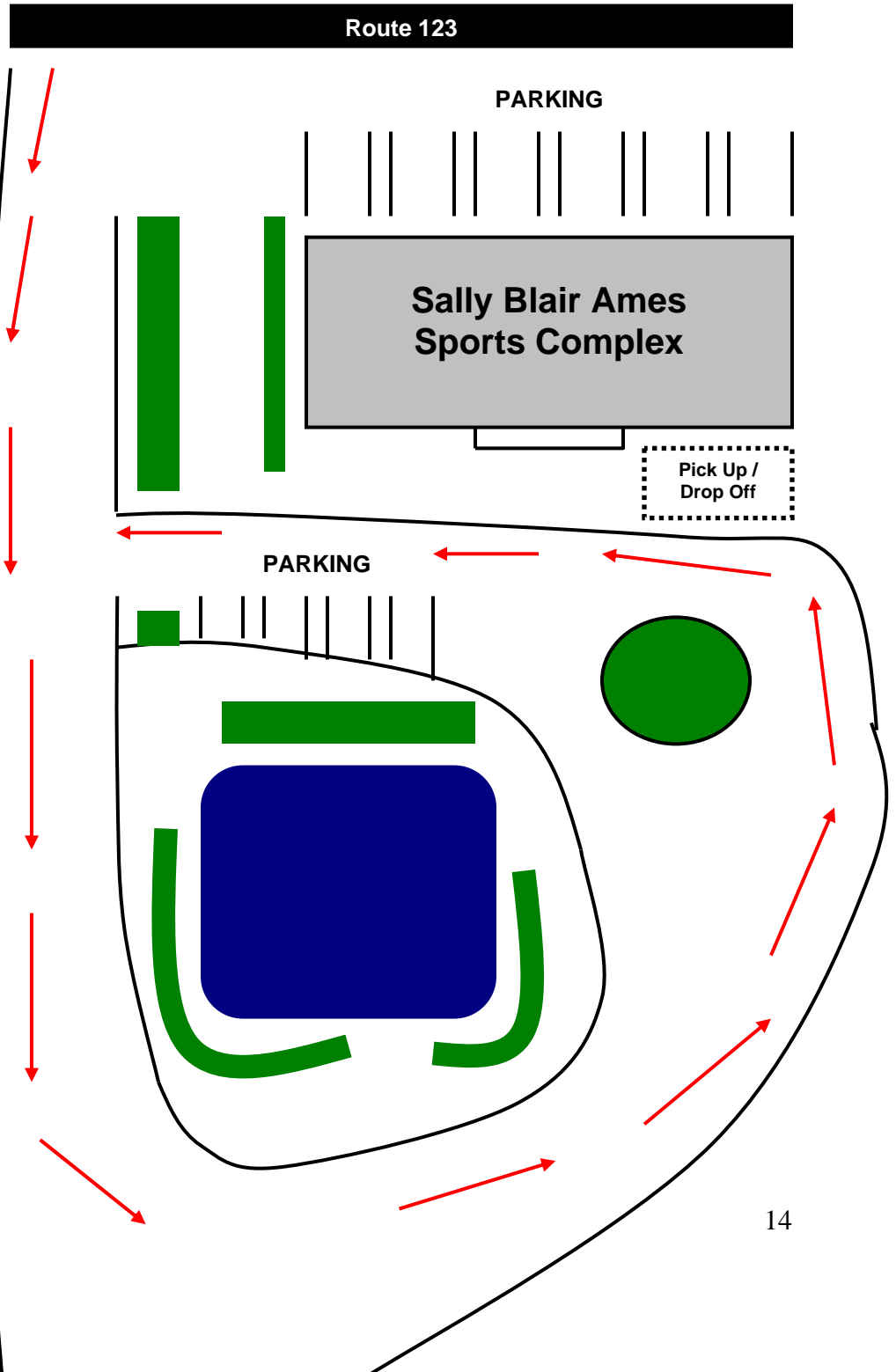


Traffic Control Plan

The Stonehill College Sports Camps will utilize the Sally Blair Ames Sports Complex as a central drop off and pick up location. Registration for camps will take place within the Sports Complex on the first day of the following camps: Football, Track & Field, Cross Country, Field Hockey, Lacrosse, Basketball, Soccer, and Volleyball.

Campers may be dropped off by using the circular driveway located directly in front of the sports complex or by using the parking lot located behind the Sports Complex.

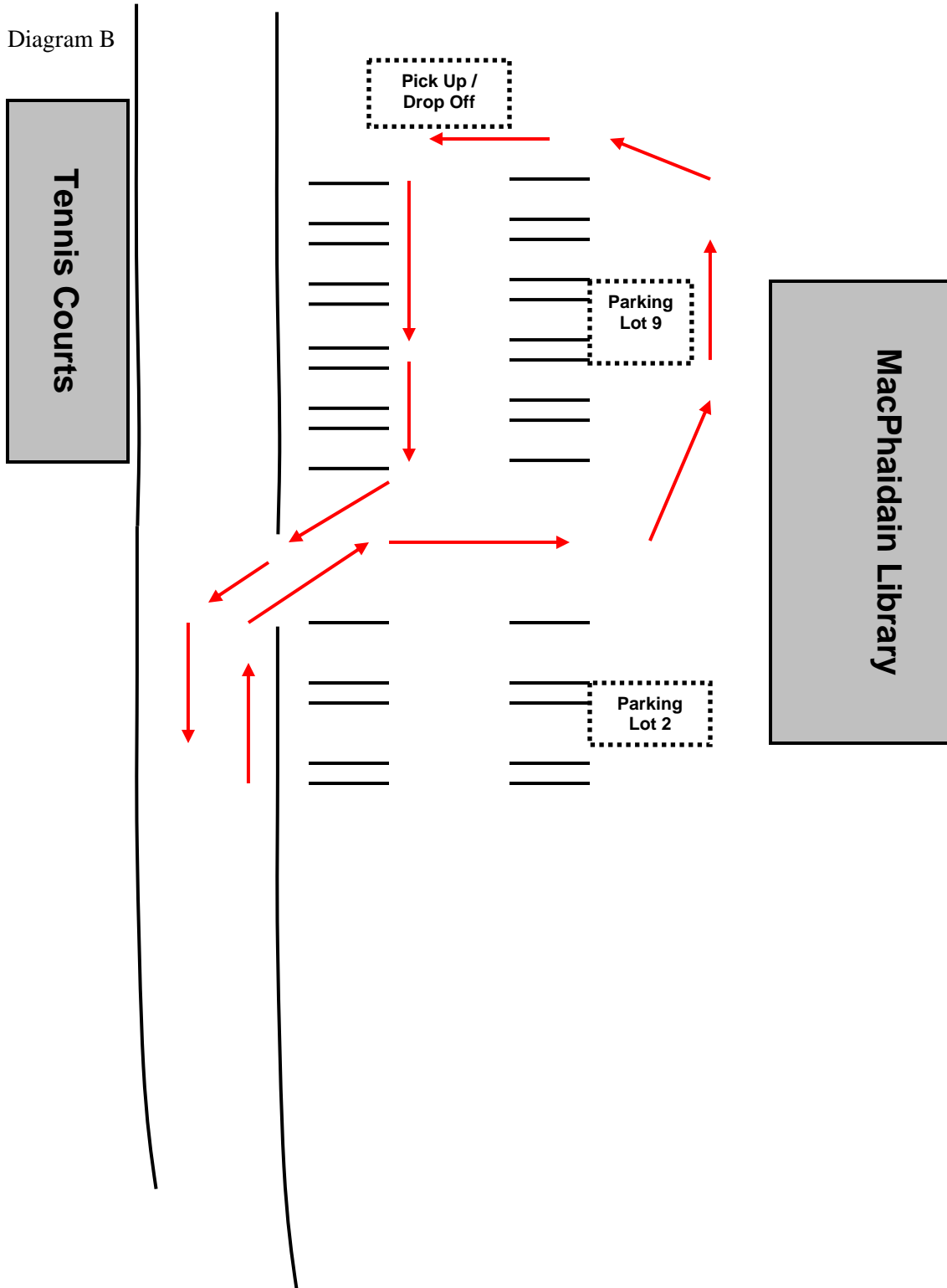
Traffic Control Plan
Diagram A



Traffic Control Plan
Tennis.

Traffic Control Diagram B is to be utilized for the following camps:

Diagram B



Health Care Consultant

A designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training licensed to practice in the Commonwealth of Massachusetts.

Health Care Consultant: (quick guide)

1. Assist in the development of the camp's health care policy as described in 105 CMR 430.159(B);
2. Review and approve camp policy initially and at least annually thereafter;
3. Approve any changes in the policy;
4. Review and approve the first aid training of staff;
5. Be available for consultation at all times; and
6. Develop and sign written orders to be followed by the on-site camp health supervisor in the administration of his/her health related duties

Duties & Responsibilities

1. Be available for consultation at all times (if the consultant is not available, an appropriate professional covering for the consultant is sufficient, provided that all necessary arrangements are made to inform the camp that there will be coverage).
2. Develop and oversee a written policy for the administration and storage of medications at the camp. This policy will define which individuals will administer medications; but may also include the following:
 - ▾ Individuals authorized by scope of practice (such as nurses) to administer medications; and/or
 - ▾ Other individuals qualified as supervisors (i.e. athletic trainers). These individuals must be trained and under the oversight of the consultant and may only administer oral medications. The consultant may make an exception for the use of Epi-pens® for campers with a known allergy or pre-existing medical conditions.
3. Determine the safety and appropriateness of medication administration by designated and appropriately trained health care supervisors.
4. Develop and provide medication administration training and appropriate oversight to selected health care supervisors.
Document the training and evidence of competency of each health care supervisor trained and designated to administer medication.
5. Develop a procedure to ensure positive identification of each camper who is to receive medication.
6. Provide professional oversight to ensure that appropriate procedures are in place for the safe administration, storage and record keeping of medications.
An active log sheet for each medication administered during each camp shall be maintained, as required by the Department of Public Health.
7. Provide guidelines for medication administration and the circumstances under which the health care consultant must be notified.



8. Assure that appropriate personnel are on staff and present when necessary for administration and storage of each medication. Review the orders, medication label, potential side effects, adverse reactions and other pertinent information with all personnel administering medications.
9. Review all documentation relating to medication administration at the beginning of each camp session and as often as necessary.
10. Approve and sign a completed health record for each child who will receive medications including, but not limited to:
 - a. Name of the camper
 - b. Medication Information:
 - ▼ Name of medication
 - ▼ Date of order
 - ▼ Name of licensed prescriber
 - c. Dosage:
 - ▼ Amount to be given during camp
 - ▼ Specific time when it is to be given
 - ▼ Duration of the medication order
 - d. Quantity of medication received by medical staff
 - e. Expiration date of prescribed medication
 - f. Storage requirements
 - g. Administration directions, precautions, possible side effects or other medications in use
 - h. Location where medication administration will occur
 - i. **Authorization by parent/legal guardian for the administration of medications (medical release form)**

Health Care Supervisor

A person who is at least 18 years of age and present at the camp at all times. The health care supervisor shall be a Massachusetts licensed physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, or other person specially trained in first aid. First aid training shall mean at least current certification in American Red Cross Standard First Aid, or its equivalent and CPR.

Duties & Responsibilities

1. Demonstrate safe handling and proper storage of medication.
2. Demonstrate the ability to administer medication properly:
 - ▼ Accurately read and interpret the medication label
 - ▼ Follow the directions on the medication label correctly
 - ▼ Accurately identify the camper for whom the medication is ordered
3. Demonstrate the appropriate and correct record keeping regarding medications given and/or self administered.
4. Demonstrate correct and accurate notations on the record (medication release form) if medications are not taken/given either by refusal or omission.
5. Describe the proper action to be taken if:
 - ▼ Medications are not taken/given either by refusal or omission
 - ▼ Any error is made
 - ▼ There are adverse reactions



6. Use resources appropriately, including the Health Care Consultant, parent/legal guardian or emergency services when problems arise.
7. Understand and be able to implement:
 - ▾ Emergency plans
 - ▾ 911 access
8. Describe appropriate behaviors that assure confidentiality.

The Health Care Supervisor will be on the premises at all times. The Health Care Supervisor will have access to all camp and staff medical records for the duration of the camp. The Health Care Supervisor will maintain a medical log which will be readily available to medical personnel. All medications will be properly stored and secured at all times and distributed by the Health Care Supervisor and follow all written instructions set forth by the Health Care Provider.

An active infirmary will be provided throughout the duration of camp. The Health Care Supervisor will encourage all campers to use preventative care procedures (i.e. staying out of the sun for extended periods of time, drinking a recommended amount of water, continually stretch, etc.). Reports of serious injury or fatality will be accurately reported to the MDPH (Massachusetts Department of Public Health).

A comprehensive medical policy will be available to all campers and/or parents upon arrival. The camp staff will be provided a copy of the medical policy and a review of all policies and procedures will be reviewed at the staff orientation.

Residential Camps: In which the total number of campers and staff is less than 150 and in all day camps, the health care supervisor may have additional non-health related duties, but shall at all times be available at the camp to render emergency first aid.

Medical Staff

Health Care Consultant

Dr. John Jeffrey Poggi

Norton, MA

Orthopedic

Health Care Supervisor(s)

Peter Krysko

Athletic Trainer

Gwen Chiaranda

Athletic Trainer

Barry Darling

Athletic Trainer



Hospital(s)
Utilized for emergencies

Caritas Good Samaritan Medical Center
235 North Pearl Street, Brockton, MA 02301
Main Hospital: (508) 427-3000
Emergency Room: (508) 427-3075

Brockton Hospital
680 Centre Street, Brockton, MA 02301
Main Hospital: (508) 941-7000
Emergency Room: (508) 941-7400

Emergency Numbers

Easton Fire Department: (508) 238-2121
Stoughton Fire Department: (781) 344-3131
Easton Police Department: Dial 911
Easton Ambulance Service: (508) 238-2121
Massachusetts Poison Info Center: (800) 682-9211
Stonehill College Campus Police: (508) 565-5555

Emergency Plan

If an emergency with a camper occurs, the following course of action will be taken:

1. Assign staff member or designated adult to stay with the camper.
2. Call or designate a staff member/adult to call the Health Care Supervisor (trainer), practitioner (nurse) or Health Care Consultant (doctor) if on site:
 - ▼ State who you are
 - ▼ State where you are
 - ▼ State the problem
3. When the Health Care Supervisor (trainer) or Practitioner (nurse) arrive, they are responsible for the camper.
4. The Coordinator of Camps and Clinics / Camp Director(s) or designee is responsible to initiate the emergency plan.

EMERGENCY PLAN

Contact the Easton Police and/or Fire Department
(Emergency Numbers found above)

Mock Script:

State who you are:

“I am _____, a counselor/instructor/director at the Stonehill College _____ (sport) Camp.”

State where you are:

“I am at the _____, on the campus of Stonehill College. The address is 320 Washington Street, Easton, MA 02357. The telephone number is _____.”

State the problem:

There is a _____ year-old child here that is _____ . We need an ambulance now!”



Give specific instructions:

“_____ will meet you _____ and direct you to the emergency.”

Do NOT hang up! Ask for the information to be repeated back to you and answer any questions the dispatcher may have. You may hang up when all the information has been verified and the dispatcher concludes the conversation.

Notify the Coordinator of Camps/ Clinics and/or Camp Director(s). State the nature of the emergency and location of the camper.

The Coordinator of Camps/Clinics or designees will:

1. Meet and direct the EMT
2. Call and inform the parent/legal guardian

The Coordinator of Camps/Clinics will identify the personnel (Health Care Supervisor, Nurse, Sports Camps/Clinics Coordinator, Camp Director, etc.) to accompany camper in the ambulance. Designated camp personnel must remain with the camper in the ambulance and remain with the camper until the parent/legal guardian arrives.

Paramedics will take over care of the camper when they arrive and decide which hospital is appropriate.

The campers emergency health care information, emergency contact information, insurance information and all available information pertinent to the camper will be copied and travel with the camper to the hospital.

An incident report must also be completed and filed with the Easton Board of Health and the Massachusetts Board of Health.

Under no circumstance will a camper be sent via taxi or courier service, based solely on notification received by telephone.

*****Camp staff will NOT, in any case, transport a sick or injured camper in a privately owned motor vehicle*****

Care of Mildly Ill Campers

Routine Illness/Minor Injury

All mildly ill campers will be sent to Health Services. Health services is identified to all campers as an infirmary. Athletic trainers will utilize their own designated areas for treatment of athletic-related injuries/illness. Health Services is designed to provide isolation for an ill child with a communicable disease if suspected of such illness or otherwise in need of quiet and rest. Health Services are separated from the regular living and sleeping quarters so as to insure both quiet to the patient and safety to other persons. An isolated child shall be provided with adult supervision. The health care supervisor will determine whether or not the camper shall be permitted to return



to camp activities. If the child is unable to take part in camp activities the health supervisor will contact the camper's parent/legal guardian, inform them of the situation and inform the Sports Camps/Clinics Coordinator that the camper is being dismissed early into the care of his/her parent/legal guardian.

Medical Emergencies

In the case of a medical emergency, all staff members should follow the detailed instructions of camp nurse/physician or health care supervisor.

Medical Emergency: Any severe, life threatening situation; any situation requiring immediate medical assessment and treatment. Examples include, but are not limited to:

1. Acute Asthmatic
2. Seizure
3. Diabetic Reaction
4. Lacerations
5. Broken Bones

Communicable Disease

An accurate report of each case of communicable disease will be immediately reported to the local board of health. This written report is to be made to the camp coordinator and include the following information about any individual in the camp known to have or suspected to having a communicable disease:

1. First Name
2. Last Name
3. Home Address

Until the camp health care consultant has been notified and taken the appropriate action, strict isolation of the individual will be maintained.

Hand Washing

Since proper hand washing is crucial to preventing the spread of infection and illness, camp staff will always encourage campers to wash their hands before and after each session. Furthermore, all staff members, especially medical personnel, must wash their hands before any type of physical contact with a camper and/or after treatment is complete.

Universal Precautions & Infection Control

Universal precautions pertaining to blood and bodily fluids:

1. Take necessary steps to prevent exposure through preventative maintenance and cleaning methods.
2. Wear non-latex gloves when direct care of the camper involves contact with blood or bodily fluids.

First Aid Utilization

The health care supervisor is responsible for providing all first-aid equipment and administering care associated with First-Aid.

Administering Medication

Any camper that is required to take medication during the duration of camp must submit a medical release form (medication) and deliver the prescribed medication to the camps Health Care Supervisor. Medications will only be administered by the certified Health Care Supervisor or Health Care Consultant.



During each camp's registration process, medication must be left with the Health Care Supervisor (i.e. trainer). Medication will be locked in a storage compartment used exclusively for camp medication. Medications requiring refrigeration shall be stored at temperatures of 30 to 42 degrees Fahrenheit in a locked box, used exclusively for medications, and physically affixed to the refrigerator in question.

All medications will be administered by the Health Care Supervisor (trainer), Health Care Consultant (doctor) or camp practitioner (nurse).

Medication prescribed for campers shall be kept in the original containers bearing the pharmacy label, which shows the date of filing, 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, direction for use and cautionary statements, if any, contained in such prescription or required by law, and if the tablets or capsules, the number per 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.

All campers must have:

1. A signed physician's request for administration of medication
2. Written parental consent

**When no longer needed, all medications shall be returned to parent or discarded*

