

## MEDICAL ATTENDANT/CAMP NURSE

**RESPONSIBLE TO:** Program Coordinator

**QUALIFICATIONS:** Physician (MD), R.N., L.P.N., Medic or hold a current Industrial First Aid Certificate.

**RESPONSIBLE FOR:**

- The supervision of healthcare for the campers and staff, including cleanliness of the facilities and ensuring hand washing is done before meals
- Assisting with general teaching of safety and prevention of injury.
- The security of medical supplies (which includes all medications locked at all times) and notification to the Program Coordinator when supplies are needed.
- Checking the sanitary conditions of the kitchen/dining area and garbage disposal. Bathroom and shower building inspections daily.
- Maintaining medical forms: (a) Ensuring that a completed medical form and care card number is on file for each camper and staff member. (b) Checking each medical form and noting any medical problems and/or medications. (c) Notifying Program Coordinator of any potentially serious medical conditions (i.e. allergies, epilepsy, etc.). (d) Notify the cook re special diets, food allergies.
- Attending registration to receive medical forms, collect medications and instructions for their administration and discuss any medical problems with parents/guardians.
- Assisting camper's if there are bedwetting issues or any sensitive personal issues.
- Notifying public health if a communicable disease is suspected (after consultation with the Program Coordinator).
- Consult with Program Coordinator about notifying parents/guardians regarding camper(s) seriously injured or sick for any length of time. Guidelines are if a child has been sick 24 hours and is not improving call the parents/guardians and decide if they should be seen by a Doctor or picked up by the parents/guardians. In situations deemed contagious the camper or staff member must be isolated and sent home as soon as possible.
- Ensuring any food handler who becomes ill have written consent from physician stating they are fit to return to work.
- Using bedroom adjacent to treatment room as an isolation room when the need arises.
- When the medical attendant/camp nurse is not at the first aid station there will be a sign posted clearly stating where they are so they can be reached in an emergency.
- Giving first aid when necessary and prepared to accompany campers on hikes and outings. Ensuring appropriate 1<sup>st</sup> aid kit/supplies go on all outings.
- Keeping a written record of all treatments, medications, illnesses, and injuries.
- Ensuring Workman Compensation forms in first aid station drawer.
- Participating in camper activities when possible.
- Maintaining confidentiality of staff and camper's medical issues with medications distributed in the treatment room only.
- Following the health and safety policies in the First Aid Station manual.

**NOTES: The treatment room has a stock list of supplies. Please do not request additional remedies or medicines except in specific circumstances. A good portion of your job will be dealing with the stresses related to being away from home. Behind each request for a band-aid is often a plea for individual attention. Campers and staff may require a short break and find it in the relative peace and quiet of the "first aid station".**