



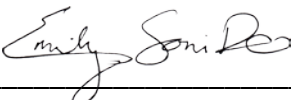
# SKYLINE 2014 HEALTH SERVICE POLICIES

## Health Care Plan

1. A camp health care program shall be under the direction of a physician licensed with the State of Michigan who shall review it annually and shall annually approve in writing the Health Service Policies, Standing Medical Orders and Infirmary First Aid and Medical Supplies List.
2. The Health Service Policies shall include:
  - a. Health Officer Qualifications and Responsibilities
  - b. *Standing Orders For Camp Illnesses and Injuries* (Addendum # 1)
  - c. *First Aid and Medical Supplies and Equipment List* (Addendum # 2)
  - d. Daily Health Surveillance Program
  - e. Emergency Medical Services
  - f. Urgent Care/Emergency Transportation Procedures
3. A Daily Health Surveillance Program shall include:
  - a. monitoring buildings and grounds for health and safety hazards;
  - b. exchange of information between Health Officer and other staff concerning the special health needs of individual campers;
  - c. observation and referral of potential health and safety problems by the staff to the Health Officer;
  - d. insuring first aid supplies and prescription medications are stored under lock;
  - e. preparing and distributing accident/illness report.
4. Emergency Medical Service shall be provided by:
  - a. Henry Ford Medical Center, Bruce Township / Romeo  
80650 Van Dyke Rd, Bruce Twp (810) 798-8551  
Monday - Friday 8:00 a.m. - 10:00 p.m.  
Saturday, Sunday, Holidays 10:00 a.m. - 6:00 p.m.  
DIRECTIONS: approx. 3 miles
    1. Turn right out of camp onto Sandhill Rd, go ½ mile. (South)
    2. Turn left onto Bordman Rd, go 2 miles. (East)
    3. Turn right onto Van Dyke / M53, go ¼ mile. (South)
    4. Turn left into urgent care center.
  - b. Washington Urgent Care – Washington Twp  
57850 Van Dyke Rd Washington Township, (586) 935-4000  
Monday – Sunday 9:00 am – 9:00 pm  
DIRECTIONS: approx. 16.5 miles
    1. Turn right out of camp onto Sandhill Rd, go ½ mile. (South)
    2. Turn left onto Bordman Rd, go 2 miles. (East)
    3. Turn right onto Van Dyke / M53, go 13 miles. (South)
    4. Take 26 Mile Road exit, right, headed west 1/3 mile. (West)
    5. Turn right onto Van Dyke Ave, travel 0.5 miles (North)
    6. Turn right into urgent care facility.

- c. Lapeer Regional Medical Center 24 Hour Emergency Room  
1375 N Main St Lapeer, MI 48446 (810) 667-5700  
Open 24 hours, 7 days per week.  
DIRECTIONS: approx 26 miles
  - 1. Turn left out of camp onto Sandhill Rd, go 1.5 miles. (North)
  - 2. Turn right onto General Squier Rd, go 2 miles. (East)
  - 3. Turn left onto Van Dyke / M53, go 6 miles. (North)
  - 4. Take I-69 West, towards Flint/Lansing, for 13 miles. (West)
  - 5. Take exit 155, M-24/Lapeer Road North, for 2.6 miles (North)
  - 6. Turn left into facility.
  
- 5. Urgent Care/Emergency Transportation shall be provided by:
  - a. the Health Officer's vehicle or another authorized staff vehicle;
  - b. in event of a serious emergency, the community emergency services summoned by dialing "9-911" on the telephone,
  - c. Health Officer or a staff person certified in ARC First Aid and Cardiopulmonary Resuscitation shall directly supervise all off-site medical emergencies.
  
- 6. The Health Officer shall:
  - a. meet the training requirements of the State of Michigan as one of the following:
    - 1. a licensed physician,
    - 2. a registered nurse (RN),
    - 3. a licensed practical nurse (LPN),
    - 4. a licensed emergency medical technician (EMT),
    - 5. a licensed medical first responder,
    - 6. an adult who has certification equivalent to requirements set forth in ARC manual # 656101 ("Responding to Emergencies");
  - b. in any camp where 20% or more of the camper population are campers with disabilities meet the training requirements of the State of Michigan as one of the following:
    - 1. a licensed physician,
    - 2. a registered nurse (RN),
    - 3. a licensed practical nurse (LPN),
    - 4. a licensed emergency medical technician (EMT),
    - 5. a licensed medical first responder;
  - c. (may) be a person who is licensed in another state as a physician, nurse or emergency medical technician;
  - d. hold certification equivalent to requirements set forth in ARC manual #652049 (CPR For The Professional Rescuers);
  - e. be an open mature adult with Christian qualities;
  - f. implement Health Care Policies - Health Care Plan;
  - g. provide pre-camp staff training on health/safety procedures and precautions;
  - h. be on-site at all times when campers are in residency and appoint an authorized person with Standard First Aid and Cardiopulmonary Resuscitation Certification when off-site at an Urgent Care/Emergency facility;
  - i. screen each camper within the first 24 hours of initial arrival at camp which shall include:
    - 1. checking in of prescription and nonprescription drugs and medication,
    - 2. review of the health history statement with the parents/guardians which shall include:
      - i. camper's name;
      - ii. camper's birth date and age;

- iii. camper's home address and telephone number;
  - iv. parent/guardian name, address and telephone contact number, both day and night;
  - v. emergency contact information including name and telephone number;
  - vi. name and telephone number of family physician;
  - 3. discussion with the camper, guardian, or caregiver regarding current health needs,
  - 4. observation of the camper's physical state paying particular attention to observable evidence of illness, injury, or communicable diseases and possible abuse; noting any visible or reported issues on a Body Chart, and alerting the camp director of any concerns.
  - j. maintain health history statements and medication charts on all active staff and campers in the Health Center; upon an emergency, this information shall accompany the injured or ill;
  - k. secure and store under lock Infirmary First Aid/Medical Supplies plus any prescriptions, medicines and first aid kits brought to camp by camper/staff;
  - l. provide continual supervision of camper(s)/staff in Health Center;
  - m. administer prescribed treatment, medications and/or perform health procedures according to Standing Medical Orders or as directed by camper/staff's private physician;
  - n. maintain permanent medical records of campers/staff in a book which contains:
    - 1. date of treatment,
      - a) name of camper,
      - b) ailment,
      - c) treatment prescribed or medication dispensed,
      - d) identification of person providing treatment;
  - o. prepare first aid kits for emergency use for use at on-site locations, as required, and off-site programs or on-site hikes or camp outs;
  - p. be responsible for the Daily Health Surveillance Program.
7. Camper Parent(s)/Guardian or Authorized Individual Notification by the Director or Health Officer shall be:
- a) the day following an overnight stay in the camp Health Center,
  - b) immediately following admission to the hospital,
  - c) immediately in event of death,
  - d) as directed in writing by the camper's parents.
8. The following Camper/Staff Permanent Medical Records must be retained at least for the period of statutory limits:
- a) Health History Statement,
  - b) Medical Record Log,
  - c) Medication Chart of Routine Medications,
  - d) Off-site Treatment Records,
  - e) Accident/Incident Records.
9. The Skyline Executive Director shall review annually with the Skyline Board of Directors, or a committee formed by the board, an analysis (to be done each December) of Accident/Incident Records including identifying corrective actions.



Emily Soni, DO,  
Reviewing Physician

4/20/14  
Date



Matthew Henry, D.Min,  
Executive Director, Skyline.

4/20/14  
Date