

## Nurse's Station – Sample Guidelines/Procedures

Camp Directors must require that each nurse hired to work in the Camp's Nurse's Station or Health Center signs a written form acknowledging the following statements:

- It is the nurse's professional responsibility to maintain and operate the Nurse's Station according to medically accepted procedures.
- The nurse will notify the Camp Director or Assistant Director immediately if any medical equipment and / or medical supplies necessary to operate the Nurse's Station are not available.
- The nurse is required to immediately report any serious health or injury situations to the Camp Director and the Facilities Director.

### Setting up the Nurse's Station

Each camp should have a designated Nurse's Station or Health Center. 1-2 weeks prior to the beginning of a camp session, it is the Camp Director's responsibility to ascertain how well supplied the Center is, and to determine whether additional first aid supplies are necessary to ensure that the camp is not caught short of supplies.

### The following facilities/equipment should be provided:

1. Clean room or facility in which to administer first aid, isolate a contagious or nauseous child, and administer routine medications.
2. Source of water at this location.
3. Ice readily available nearby in the camp or ability to keep a supply frozen in the nurse's station.
4. Storage cabinet with a lock is necessary.
5. You may wish to have the following sheets bound for permanent record-keeping through the statute of limitations (7 yrs.).
  - Copy of RN license of each nurse.
  - Copy of personal liability insurance policy of each nurse.
  - Routine Drug Administration Records (see sample in Forms Section), enough for scheduled meds only.
  - Lined documentation sheets for care given to staff and campers, calls made, any other pertinent information. Each page with columns headed as follows: TIME, NAME, COMPLAINT, RX. Date and sign top of each page, and initial each entry. Note "staff" under appropriate entries.
6. Current Standing Doctor's Orders — Most doctors will not issue blanket "Standing Orders" to a camp facility. The Camp Director should confirm that each nurse hired has an established working/professional relationship with an internist or general practice or family practice physician who will issue an order authorizing the nurse to administer

Emergencies can be planned for, and the U.S. Department of Homeland Security and the American Red Cross can help Americans become better prepared.

over the counter medication such as aspirin or Pepto Bismol without Standing Doctor's Orders. If this is a resident camp, the camp should have these orders on file. If not, 12 weeks prior to the beginning of camp, the Camp Director should confirm that each nurse that will operate the Nurse's Station has a physician's written order to administer over the counter medications, and the nurse should be directed to bring Standing Doctor's Orders with him/her to the camp. The camp should have the medications on hand that the doctor orders: i.e. Children's Tylenol, Kaopectate, Pepto Bismol, etc.

7. The Camp Director should prepare written instructions for emergency care, and each nurse should familiarize himself or herself with the emergency procedures prior to the beginning of camp. The emergency procedures should be as specific as possible, and include:

- A written list of phone numbers for emergency care.
- Directions to the emergency facilities.
- What mode of transportation will be used.
- How long it takes to travel to the emergency facilities.
- Who will drive?
- Which vehicle will be used?
- Who will accompany the patient? If there is one nurse and he/she will go, who is responsible at the camp in his/her absence? It is best for the nurse to remain at the camp for additional emergencies.

## Operating the Nurse's Station

A nurse must be available 24 hours a day. It has been found that two nurses at a camp make this task much more manageable. If there is only one (1) nurse, set up hours (for routine visits) when the nurse is available. Then if the nurse must leave camp for any reason, someone else must be assigned to handle first aid duties and have keys to the medication cabinet.

The nurse does not always have to be present in the nurse's station (in fact it is helpful for him/her to circulate around the camp), but a written notice must always be posted at the Nurse's Station stating the nurse's whereabouts should he/she be needed in an emergency.

## Routine Availability

Most medications are dispensed before or after meals and at bedtimes. Therefore, to keep children's medications on a regular schedule, the nurse should be in the Nurse's Station either before or after meals and at bedtime. This is essential.

After the campers' medications are in the nurse's possession following registration, she can determine when most of the children will need to report for their medications and a routine can then be established. A daily schedule should be established and communicated to the counselors.

Upon arrival at the camp, a 3" X 5" card should be prepared for each child, listing the type of medication and times of dosages to be administered. These can be easily stored and used as a reminder that each child has received his/her medication at the proper time.

## Head Lice

This is a major problem for a camp of this type. During training, counselors and staff should be briefed by the nurse regarding lice and the proper treatment for it. The camp should have written policies regarding the treatment of head lice.



## Nursing Supply List For Consideration

### Medications

- 1% Hydrocortisone Ointment
- Adult Tylenol
- Bacitracin Ointment
- Bactine Spray
- Benadryl (25 mg tabs)
- Benadryl (chewable)
- Betadyne Scrub
- Caladryl Lotion
- Chloroseptic
- Cough syrup
- Ibuprofen (adult)
- Ibuprofen (chewable)
- Kaopectate
- Milk of Magnesia
- NIX
- Peptobismal
- Sudafed
- Throat Lozenges
- Tums
- Tylenol (chewable)
- Visine

### Supplies

- 10% Beach Spray
- 2" x 2" Gauzes for cleaning wounds
- 2" x 3" Dressings
- 4" x 6" Index Cards (w/scheduled meds)
- Ace Wrap varieties
- Agorae Powder
- Antimicrobial Soap
- Avon "Skin So Soft"
- Backpack & Fannypack
- Band Aids (mult. sizes, Butterflys)
- Bottle of Saline (contact saline)
- Calculator
- Cellphone w/charger & batteries
- Chapsticks/Blistex (in tube)
- Children's Registration Sheets
- Cotton Squares
- Crest Toothpaste (bee stings)
- Enuresis Basin
- ETOH Pads
- First Aid Kit
- Floss
- Hand Lotion
- Hydrogen Peroxide
- Ice Chest (if no fridge)
- Ice Packs (refreezable and not)
- Kleenex
- Meat Tenderizer
- Moleskin
- Nail Clipper
- Nail File
- Needles/Thread
- Nursing Log Book (bound)
- Nursing Text - Pediatric
- Paper Clips
- Paper Towels
- Penlight
- Pens (1 red), Pencils, Paper
- Pharmacology Book
- Plastic Gloves (2 boxes)
- Qt. Ziplocks
- Room Deodorizer
- Rubbing ETOH
- Safety pins
- Saltines
- Scale
- Scissors
- Small cups
- Stapler
- Stethoscope
- Taber's Dictionary
- Tampons/Feminine pads
- Tape (Micropore, Papertape)
- Thermometer
- Tongue Blades
- Toothpicks (to check lice)
- Towels/Washclothes
- Triangle Sling
- Tweezers

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