

CAMP MANATOC

MEDICAL CHECK-IN PROCEDURES FOR TROOP LEADERS

BEFORE CAMP

Acquire two “Buddy Tags” per camper (Scouts and Scouters) at the Ten Day Meeting. Fill tags out with scouts’ names on front and Troop number and Campsite on back. Place them in alphabetical order on the provided ring.

Each Scout and Leader must use the most current form (Form 680-001, 2014).

Collect all Medical Forms to check for: personal signatures, parental signatures (Scouts), medical professional signatures, insurance information, tetanus date, and noted allergies. With a red or orange dot (available at the Ten Day Meeting) highlight serious allergies (like those requiring inhalers or Epipens) in the upper right hand corner of the first page of the forms. Also, check the restriction part of the Medical Form to make sure scouts who should not swim understand this. Leaders are to follow reasonable standards of care to maintain the confidentiality of all information.

Place the forms in alphabetical order in the envelope (available at the Ten Day Meeting) with the Troop number clearly marked. Also, include one dot on the envelope if there are any serious allergies and the number of those allergies written on the dot.

UPON ARRIVAL AT CAMP

Collect all scouts’ prescription medications in original containers with current dates and place them in the provided lock box.

Fill out a medication schedule for Scouts on the camp provided “yellow card” and assign an adult or two to oversee the distribution.

Make note of any scouts with signs of illness like flu, bad cold, or a fever.

Double check again for required signatures on all forms.

A Staff Guide will be in the Campsite on Sunday to assist and bring a lock box. The Guide will also have extra Buddy Tags and answer any questions.

A Unit Leader will drop off the Medical Form envelope at the Health Lodge anytime between 1:00 – 2:00. The Health Officer and his team of trained Health Form Checkers will review the forms as soon as possible. If anything becomes an issue, the Health Officer or one of his checkers will visit the Leader by Sunday Dinner.

Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements.

CAMP MANATOC

MEDICAL CHECK-IN PROCEDURES TROOP LEADERS' CHECK LIST

Leaders are to follow reasonable standards of care
to maintain the confidentiality of all information.

BEFORE CAMP

- _____ Attend the Ten Day Meeting to acquire pool and lake buddy tags, red dots, envelope, and medications "yellow card."
- _____ Collect all Medical Forms to check for: parental signature (scouts), medical professional signature, insurance information, tetanus date, and noted allergies. Each scout and leader must have the most current completed medical form (Form 680-001, 2014).
- _____ With a red or orange dot highlight serious allergies (like those requiring inhalers or an EpiPen) in the upper right hand corner of the first page of the form.
- _____ Place one dot for every "dotted" form on the upper left hand corner of the outside of the folder.
- _____ Place the forms in alphabetical order in a standard manila folder with the Troop number clearly marked.
- _____ Check the restriction part of the Medical Form to make sure scouts who should not swim understand this.
- _____ Acquire a troop lock box that can hold scouts' prescription medications.

UPON ARRIVAL AT CAMP

- _____ Collect all scouts' prescription medications in original containers with current dates and place them in a locked box.
- _____ Acquire a prescription medications lock box from the Health Lodge if the troop does not have one.
- _____ Fill out a medication schedule for scouts on the camp provided "yellow card" or in some other way.
- _____ Make note of any scouts with signs of illness like flu, bad cold, or a fever.
- _____ Double check for required signatures on all forms.
- _____ Drop off the Medical Form Folder at the Health Lodge between 1:00 – 3:00. Forms will be reviewed. If anything becomes an issue, the Health Officer or one of his designees will visit the Leader by Sunday Dinner.
- _____ Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements.

Note: A Staff Guide will be in the Campsite on Sunday to assist and bring a lock box if needed. The Guide will also have extra Buddy Tags and red dots and can answer any questions.