



Camps Newfound and Owatonna Camper Care Policy

Camps Newfound and Owatonna will strive to ensure that every camper has a positive experience at camp with regard to his or her physical and emotional wellbeing. Onsite care by a qualified Christian Science nurse will be available to all campers twenty-four hours a day, seven days a week. The onsite care facility “Birches” is located in a clean, dry, comfortable building on camp property. Birches is separated enough from the rest of camp to provide a quiet, restful environment. Communication with parents is a priority during a camper’s stay in Birches. The Executive Director is responsible for oversight of care at camp and ensuring that camp policy is followed.

Authority of the Christian Science nurse at Camp

Camp respects the role of the Christian Science nurse. The Christian Science nurse, working with the camper’s parent(s) and with oversight by the Executive Director, makes decisions regarding the camper’s care (not practitioner or counselor or Camp Director) and works with the Executive Director to decide the subsequent steps to ensure the wellbeing of each camper and the camp community as a whole.

Authority of the Executive Director

The Executive Director is ultimately responsible for oversight of care at the Camps. The Executive Director’s care responsibilities are:

- Hiring and overseeing Christian Science nurse(s) at the Camps.
- Setting the tone for caring for needs at Camp by holding a meeting with Christian Science nurses and Camp Directors during Pre-camp.
- Overseeing communication between Christian Science nurses, Camp Directors, and parents.
- Being familiar with Maine State laws regarding the reporting of injuries and/or communicable diseases.
- Being familiar about if and when to call the health authorities and making those phone calls (consulting with the Christian Science nurse as needed).
- Making the decision, in consultation with the Christian Science nurse, the Camp Director, and the parents, if/when a camper or counselor needs to leave camp. Additional communication could include communicating with others in camp as necessary.

Regarding Proper Care Setting and Camp’s Duty of Care

It is the responsibility of the Executive Director to decide what action is the most responsible for the whole camp community. As stated in “The Christian Science nurse’s Responsibilities” section (below), the Christian Science nurse will remain in daily, or more frequent, contact with the Executive Director and the Camp Director(s) regarding the progress and wellbeing of each visitor (camper or staff) to Birches. In some cases, (e.g. if continuous care from a Christian Science nurse is needed, if it would be more appropriate for the individual to be with his/her parent, or if they are unable to participate

in camp activities for a more extended period of time), it may be best for the camper or staff member to be cared for outside of camp. Especially in the case of a minor, the Christian Science nurse may determine at any time, and inform the Executive Director, that an individual's needs cannot be accommodated at camp. It is the responsibility of the Executive Director to decide what action is the most responsible for the whole camp community. The Executive Director (with the support of the Christian Science nurse as needed) will then communicate to the parent(s) regarding the need to care for the child at home or out of camp until the need is met and the healing is complete.

Extended Care Needs

In the case that an individual's physical and/or emotional care need, especially that of a minor, persists for too long (with three (3) days being the longest amount of time permitted) without clear progress, the Executive Director shall make a phone call to request that the parent must come to take the camper out of camp. While the Executive Director will work with the parent(s) to decide what is in the best interest of the camper, ultimately, it is the Executive Director's responsibility to decide what action is in the best interest of the camp community as a whole and whether or not the Camps can accommodate the need.

Camp's Responsibility as to Reportable and/or Communicable Conditions

While it is not the role of a Christian Science nurse to diagnose disease or disorder, the nurse and the Camp Directors are trained to be alert to care situations that may warrant a report to the health authorities. The Christian Science nurse and the Camp Directors are also trained to be alert to care situations that may not be "reportable" but may warrant steps to ensure consideration of others—due to circumstances of group living and camp life. In cases of both communicable and reportable conditions, a minor's parent(s) will be called immediately by the Executive Director to request that the parent come to take responsibility and legal charge of the minor—and to follow through with care outside of camp. If the parent is not immediately available, the Camps will facilitate appropriate action in cooperation with the family, until the parent is available.

The Executive Director will notify the Chairman of the Board of Trustees of any reportable and/or communicable situation or concern.

In the Case of a Communicable Condition that is Not Reportable

In the case of a communicable (or contagious) condition that is not reportable to the State of Maine, if the judgment and assessment of the Executive Director and/or the health authorities necessitate a quarantine or other guidelines for a camper or staff member, or if the Executive Director, with input from the appropriate staff and Trustees, decides that the Camps cannot effectively accommodate the need, the parents will be asked to make arrangements to have the child in their care away from camp (or a staff member may be asked to leave camp) until a healing is **complete**, as confirmed by the Christian Science nurse. The E.D. shall not be placed in the position of judging degrees of healing. The Christian Science nurse shall not be asked to diagnose, or to judge degrees of healing. A **complete** healing will be the complete reversal or clearing of any visible or physical evidence. In the case that a camper and his/her parent(s) request re-admittance to camp before the physical evidence has completely cleared, then confirmation from a medical

professional will be necessary for the camper to return to camp. The E.D. shall be responsible for maintaining a sense of clarity with regard to the Camper Care policy—for ensuring that camp staff members and families understand and adhere to the Camper Care policy and procedures.

If a parent requests or chooses to seek a diagnosis to determine whether or not a condition is communicable, the Camps may offer to assist in facilitating this process at a local medical professional's office or clinic. In the case of a communicable disease, a physician must provide confirmation of full healing (freedom from the contagion) so that the individual may return to the camp property and resume activities and cabin life. In a case where a medical diagnosis is not desired, the parent(s) will remove the camper into his/her own care.

In the Case of a Reportable Condition

Maine State laws require the reporting of certain communicable diseases. While it is not the role of a Christian Science nurse to diagnose disease or disorder, the nurse and the Camp are trained to be alert to care situations that may warrant a report to the health authorities and/or consideration of others. In such cases, the individual's parent(s) will be called immediately. The Executive Director will notify the Chairman of the Board of Trustees of any reportable situation or concern.

As in the case of all communicable conditions at Camp, if the judgment and assessment of Camp and/or the health authorities necessitate a quarantine or other guidelines for a camper or staff member, or if the Executive Director, with input from the appropriate staff and Trustees, decides that Camp cannot effectively accommodate the need, the parents will be asked to make arrangements to have the child in their care away from Camp (or a staff member may be asked to leave Camp) until a full healing is complete and confirmed.

Since the camp has a legal responsibility to the State of Maine to report certain communicable diseases, if there exists a concern that a condition is reportable, the Executive Director shall follow through with the parent(s) with an explanation of this legal requirement and a recommendation to have a diagnosis. The Executive Director will follow up with the parents and make the report (if diagnosis confirms that a report is required).

Follow Up Care

In every case of a communicable condition, the Executive Director shall make a phone call to remind parents that they, as parents, are responsible for all care decisions made on behalf of the child. The Executive Director will inform the parent(s) of the need to remove the minor and provide care outside of Camp until the child is well. If the parent is not immediately available, Camp will facilitate appropriate action, in cooperation with the family, until the parent is available.

Maine Department of Health and Human Services (DHHS)

If a condition is reportable, including if a communicable disease has been diagnosed, the Executive Director will call and make the appropriate report to the Maine Department of

Health and Human Services. The Executive Director will also inform the Chairman of the Board of Trustees as to any further proceedings and results.

Camper Care Procedure

Day-to-day Camper Care Procedure

1. A counselor identifies that a camper may require extra care.
2. Camper is taken by the counselor to the Director or Senior Staff member.
3. Director or Sr. Staff decides if the camper needs to see the Christian Science nurse and the nurse is contacted.
4. Sr. Staff or counselor walks/drives camper to Birches (Christian Science nursing care cabin) or Christian Science nurse goes to camper if more appropriate.
5. Director is notified as soon as the camper is taken to Birches or Christian Science nurse goes to camper.
6. Christian Science nurse provides any immediate care and determines if a parent should be contacted, conferring with the director as needed.
 - Camper's parent may be consulted as to further care needed; for example, calling a Christian Science practitioner. As a general rule, the director is the first person to call the parent. The Christian Science nurse may conduct follow-up calls if needed.
7. In situations requiring more extensive care, the Christian Science nurse contacts the Executive Director.
8. Camper's emergency info forms are used for appropriate next step (i.e. calling preferred Christian Science practitioner).
 - NOTE: If a camper has an immediate need, the parent(s) are called first. If parents cannot be reached, the Christian Science practitioner listed on the camper's emergency form will be notified. If that Christian Science practitioner is not available, the camp Christian Science practitioner will take up the case while we continue to try to reach the parents. Once the parent is notified of the need, it is the responsibility of the parent (and the camp Christian Science nurse) to keep the Christian Science practitioner updated on the case (whether it is the camp Christian Science practitioner or the practitioner listed on the emergency form).
9. Director or Christian Science nurse notifies Executive Director when a camper's parent has been contacted.
10. The Christian Science nurse is primarily responsible for all follow-up care. Senior Staff is responsible for supporting the care and may delegate oversight to cabin counselors as necessary and appropriate.

Parent Notification of Illness or Injury

Camps Newfound/Owatonna respect the role and responsibility of parent(s)/guardian(s) when making decisions about the physical and emotional welfare of their child. Parent(s)/guardian(s) will always be notified if their camper needs to spend the night at Birches, the Christian Science nursing cabin. There would also always be a conversation with the parent(s)/guardian(s) if there is a need to have a timely decision regarding the care of the child and his/her immediate needs. Any care need that would require more extensive cleansing and bandaging, and discussion of follow-up care would also be communicated to the parent(s)/guardian(s).

Written Documentation of Parent Notification

- The appropriate staff members share care information with parent(s)/guardian(s) about their camper by phone and email.
- The Christian Science nurse at camp maintains a written record of all communications with the camper's parent(s)/guardian(s). A log of this information is kept at Birches.

Camper Care Process for Communicable Conditions

In the case of a condition that appears to be communicable, the child is removed from camp to Birches.

Health Screening – Arrival at Camp

The Camps do not request from campers a complete health screening, or proof of recent physical examination, prior to arrival at camp. However, the Camps request that each camper is checked for lice upon arrival at camp, before moving into his/her cabin.

Lice Checks

Staff

Before the campers arrive, all staff members will be checked for lice and/or nits by a staff member or hired consultant who is experienced in lice treatment. If any staff member is discovered to have lice and/or nits he or she will leave camp until it is verified that he or she is lice and nit free. Upon return to camp, the staff member will be re-checked and declared lice/nit free before assuming his/her staff duties. There will be a follow up check within a week to confirm that the staff member is still lice/nit free.

If a staff member is a minor (under the age of 18), his/her parents will be contacted and notified of this procedure, and then the above procedure for all staff members will go into effect.

Campers

All campers will be checked for lice and/or nits when they arrive at camp by a staff member or hired consultant who is experienced in lice treatment before they are permitted to move into their cabins. If any camper is discovered to have lice and/or nits, he or she will return home with his/her parents until it is verified that he or she is lice and nit free. Upon return to camp, the camper will be re-checked and confirmed to be lice/nit free. There will be a follow up check within the next week to confirm that the camper is still lice/nit free.

Campers Who Arrive Without Parents

Parents will be notified advance that campers who fly or take a bus and are picked up by camp staff will be checked for lice and/or nits upon their arrival at camp. If a camper is discovered to have lice and/or nits, the parents will be notified. The camper will not be allowed into his or her cabin, but will be allowed to stay at camp, in a facility separate from campers, to be treated. The cost for this treatment will be assumed fully by the camper's parents. Once the camper is declared to be lice and nit free by a professional in

lice treatment, the camper will be allowed to enter camp. There will be a follow up check within the next week to confirm that the camper is still lice/nit free.

Late Arrivals

If a camper or staff member arrives at camp after Opening Day, he/she will be checked for lice and/or nits upon arrival, before the individual moves into the cabin.

Lice Discovered During Camp

When a check reveals that a camper has lice who has already been at camp,

1. The camper will be treated with a lice shampoo, such as “LiceMD” which kills the live bugs.
2. The camper’s entire cabin will immediately be checked for lice.
3. Any siblings, good friends, and other “connected” persons in Camp will be checked for lice. Possibly a camp-wide check.

The Executive Director will call the child’s parents and offer two options, if the camp can accommodate Option #2:

1. Parents can pick up their child at camp and bring the camper back once the lice is gone.
2. A lice professional “nit-picker” will be hired at the parents’ cost (\$200-400, estimate)

The Christian Science nurse

Manual By-Law

The basis for the qualifications for a trained Christian Science nurse is the By-law, “Christian Science Nurse,” found in the *Manual of The Mother Church* (Article VIII, Sect. 31) by Mary Baker Eddy:

“Christian Science Nurse. Sect. 31. *A member of the Mother Church who represents himself or herself as a Christian Science nurse shall be one who has a demonstrable knowledge of Christian Science practice, who thoroughly understands the practical wisdom necessary in a sick room, and who can take proper care of the sick...* The cards of such persons may be inserted in *The Christian Science Journal* under rules established by the publishers.”

Qualifications of the Christian Science Nurse:

1. Is listed in the current issue of *The Christian Science Journal*
2. Has successfully completed a Christian Science nursing training program whose curriculum addresses ethics, judgment, skills and care through to an advanced level, including, but not limited to skills for lifting, moving and transporting, cleansing and bandaging, responding to sudden needs and emergencies, and caring for children
3. Is comfortable and experienced in working with and caring for children

4. Has thoroughly prepared to meet the By-law requirements above in responding to the needs of campers and staff regarding cleanliness, mobility/activity, surroundings, comfort, rest, nourishment, and communication
5. Understands the need for and is alert to the safety of Camp's environment and surroundings to support right activity and care
6. Understands the reporting structure at Camp (reports directly to the executive director and coordinates care and communication with the Operations Director and the Directors of each Camp, as well as coordinating and/or reporting to parents, authorities, and the health department as necessary)
7. Has a thorough understanding of the role of the Christian Science nurse in relation to the Christian Science practitioner for the case
8. Understands the role of parent, guardian, etc. and his/her responsibility for making decisions regarding the child's care
9. Understands and respects the staff members' and campers' (or parents' in the case of a minor) right to choice of care and treatment
10. Is accessible and prepared to respond promptly to needs in a camp setting
11. Supports and coordinates regarding the camp's preparedness to respond to care situations in off-site activities
12. Understands and respects the confidentiality of information regarding care of the individual
13. Has good communication skills for clear reports to directors, parents, and Christian Science practitioners
14. Understands and supports Camp's ethical responsibility in regard to reportable challenges and/or contagion
15. Understands the responsibility to be timely with decisions regarding care and choice of care
16. Understands and is familiar with Camp's emergency policies and procedures and the Christian Science nurse's role in relation to this
17. Is familiar with equipment that may be used for care or in a care situation and is thorough in the understanding of its proper use
18. Understands state regulations and camp accreditation and legal requirements (such as applicable OSHA and HIPAA regulations)

Responsibilities of the Christian Science nurse:

- Being alert to care needs for both camps.
- Maintaining an atmosphere at the camp care facility (Birches) that supports healing and the proper care of the camper or staff member.
- Calling Christian Science practitioners and parents to keep them updated and informed when a camper/staff member is receiving care at the Birches.
NOTE: The initial call to parents comes from the Newfound or Owatonna Camp Director...see below. The camper/counselor who is in need of care calls the Christian Science practitioner listed on the individual's care form, with the help of the Christian Science nurse or staff member as necessary.
- Making a sound assessment and giving proper care. (See "Qualifications for a trained Christian Science nurse")
- Opening and closing the Birches.

- Stocking care kits and overseeing distribution to appropriate locations.
- Keeping care supplies on hand.
- Keeping a simple log of all who visit the Birches and the care they receive.
- Ensuring there is always someone on duty when a camper is at the Birches, and in some cases when a staff member is receiving care at Birches.
- Communicating with the Executive Director when there are campers or staff staying at Birches, or when there is an emergency.