



REGISTERED NURSES

The BC Easter Seals Camp Nurses are responsible to work together to ensure all aspects of health and safety are achieved during camp sessions for both campers and staff.

Duties include, but are not limited to the following:

Staff Training

- Create and lead training sessions during orientation and organize additional training as deemed necessary by coordinators and/or health care team throughout the summer to ensure staff and campers health and safety are achieved.
- Provide WHIMIS training on the safe usage and storage of cleaning chemicals.
- Act as a medical resource and personal support for staff throughout the season.
- Review high risk allergies, friendly reminders for camper health and safety, and other important medical information at the morning meeting on Day 1 of each session.

Medication Administration

- During check in ensure all medications match given medical forms/health update forms and that all medications, supplements, vitamins, ointments etc. are not expired and in original package with a pharmacy label (if applicable).
- If medications brought do not match forms given contact physician to obtain a physician order for the medication. If assistance is required to achieve this seek assistance from coordinators.
- Administer all medications as close to campers' home routine as possible.
- All medications are to be signed off as soon as possible post administration with PRNs requiring additional documentation on the weekly report that should be completed prior to the end of day.

Injuries and Accidents

- Provide immediate response, treatment, and guidance for all staff and camper illness and injury.
- Ensure prompt and thorough documentation of all illness and injury of campers and staff as well as follow up plan/implementation for each incident.
- Maintain an open line of communication with camp coordinators to ensure camp coordinators are up to date and involved in all medical situations either via written weekly report or oral communication.
- When possible, consult/inform camp coordinators prior to contacting parents/caregivers/guardians regarding health concerns of campers.
- Inform camper's or staff member's parents/guardians of any illness/injury as directed by the Camp Coordinators.

General Health and Safety

- Ensure all programs are not unduly dangerous and inform camp coordinators of any unsafe activity, program, or practice.
- Liaison with kitchen staff and provide a list of allergies and special diets prior to the start of each session. Keep an open line of communication with kitchen staff throughout the week to ensure staff and camper diets are being met.

- Check in with each buddy at the beginning of the week prior to campers arriving to ensure all questions regarding diagnosis, allergies, diets, and camper files are answered.
- Prior to each new session ensure all camper files are reviewed, required parent phone calls are complete, buddy groups are assigned a nurse, all required paperwork is filled and organized, and all first aid kits, mud lockers, and the nurses nest is adequately stocked.
- At least 1 nurse must be on site and available 24 hours a day while camp is in session.
- Submit a weekly report to the camp coordinators outlining all injury and illness throughout the week. Submit a year end report summarizing staff training, flow of the week, health trends, team dynamics, and requested changes.
- Participate in camp activities as times permits.
- Attend and participate in all staff meetings.
- Ensure society's policies and procedures are maintained and adhered to.
- Other duties as directed by the Camp Coordinators.