

NorthBay Health, Safety, and Wellness Overview

Medical Care

At NorthBay the care and well-being of your child is paramount. Our Wellness Center is open and staffed 24 hours a day by a nurse or EMT. In addition to our Wellness Center medical staff, who will assess and treat your child if she or he gets hurt, all NorthBay educators and counselors receive annual training in basic first aid and CPR so that they may assist in the event of an emergency.

NorthBay generally follows school policy established for sick or injured children. Children who come to the Wellness Center for small, common childhood injuries such as bumps, bruises, splinters, and homesickness will most likely be treated and allowed to return to their activities. Parents will be notified of illness or injuries that may require further treatment at home.

Children with fevers are sent home to prevent exposure and for their own comfort. Children who vomit are isolated in the Wellness Center for a few hours to determine if they will continue to vomit or develop any additional symptoms of illness (headache, fever, etc.). If the vomiting continues or other symptoms develop, they will be sent home.

If the NorthBay medical staff determines that your child should go to the emergency room, you will be notified immediately. Each school is responsible for bringing a vehicle to camp and will drive your child to the hospital if an ambulance is not required.

After your child is treated at the hospital, the NorthBay medical staff will determine if he or she can return to camp or go home. This decision is made on a case-by-case basis (except for mental health issues) to ensure the safety of your child as well as the safety of other campers. Children who are sent to the hospital for a mental health evaluation are sent directly home when discharged from the hospital.

The local hospital is:
Union Hospital of Cecil County
106 Bow Street, Elkton, MD 21921
Phone: 410-398-4000

Medication Forms

A NorthBay Medication Form is separate from the NorthBay Health Information and Consent Form. A separate Medication Form must be completed for **each** medication brought to camp. This is done in order to eliminate the confusion, errors, or delays that can occur when multiple medications are listed on a single form.

Please complete all sections of each Medication Form and provide specific information regarding the amount and administration of your child's medication. Information like "follow box instructions" or "as directed" is not specific. As a result, the medication will not be given for safety reasons. Your child's doctor may also be contacted before or during camp to clarify vague instructions, which could delay the medication.

Medications cannot be given without a parent and doctor signature on each Medication Form. If your child's doctor is unavailable due to vacation or maternity leave, there should be a doctor on call to take care of his or her patients. This doctor may sign the Medication Forms.

If you are in the process of changing doctors, you should contact the doctor who wrote the prescription for his or her signature.

Some doctors require up to two weeks or charge a fee to sign forms, so please plan accordingly. Medications cannot be given without a parent and doctor signature on each Medication Form. If your child's doctor does not return the Medication Forms to you with his or her signature before camp starts, you may send the medication to us. However, we cannot begin administering the medication until we receive the signed Medication Forms.

Please do not forge a doctor's signature. Questionable signatures are reported to the doctor for confirmation and may result in a delay in your child receiving his or her medication.

Taking Medicine at NorthBay

Medication is administered at camp according to the laws and regulations of the Maryland Board of Nursing. NorthBay also establishes additional medication and safety rules to keep your child safe.

A Medication Form with the parent and doctor signatures must be turned in for all medications before the child arrives at camp. All medications must be sent in the original container from the pharmacy and include an intact pharmacy label (for prescription medications) or a manufacturer label (for over-the-counter medications).

Expired medications will not be given. Sample medications from a doctor's office will not be given. Medication in a pill-a-day organizer or baggie will not be given. Please read the NorthBay Medication Form carefully for additional requirements and information.

Medications are kept in the Wellness Center and are administered at mealtimes (8:30 a.m., 12:00 p.m., and 6:00 p.m.) and at bedtime (9:00 p.m.). Medication may be given up to one hour before or one hour after the scheduled time.

NorthBay strongly encourages medication to be given at meals or bedtime. Medications due at other times during the day require the camper to be removed from activities and taken to the Wellness Center, which may be a long way from the activity and cause your child to miss out.

If a camper forgets to visit the Wellness Center at the scheduled time to receive his or her medication, his or her name will be called as a reminder during mealtime or before bedtime.

During transportation, all medications need to be in the control of an adult. Medications should be collected by an adult representative from your school before the buses leave for camp. Medications should not be packed in the camper's luggage. When the bus arrives at camp, all medications will be turned over to the NorthBay Wellness Center. Medications will be returned to an adult representative from the school before the bus leaves for home. You should pick up your child's medication at his or her school.

NorthBay and its medical staff are not responsible for medications that aren't turned in to the Wellness Center. When campers do not turn in medications, underdosing, overdosing, or otherwise inappropriate use of medication may result. Medications found in cabinets and other locations will be removed and brought to the Wellness Center.

Adults who take medications and/or parents who will administer their child's medication do not need to complete the NorthBay Medication Form. They may

report to the Wellness Center to take or administer the medication at any time, as well as store the medication there. Adult medication may also be stored in the safe in the cabin.

Self-Carrying and Self-Administering Medications

The law states that a child may carry a rescue inhaler (albuterol), Epi-Pen, or diabetes medications if both a doctor and the camp nurse give permission. No other medication, such as routine prescriptions or over-the-counter medications, may be kept with a child or in a cabin. These medications are stored in the Wellness Center.

Children may not self-administer medications from a pill-a-day organizer. All medications must be in the original container with the label intact and only rescue medications may be self-carried. Please see the [Taking Medication](#) section for further information.

If the doctor gives permission for the child to self-carry, the camp nurse does a thorough assessment of the child's knowledge, skill, and medical needs before authorizing self-carry. Medication is only permitted to be self-carried when the required forms, containers, and labels are received.

Additionally, if your child uses self-carry medication, she or he must report to the Wellness Center immediately after self-administration for an assessment. This assessment will ensure that he or she is not in distress and does not need further emergency treatment. These regulations protect your child from overdosing on medication and protect other campers from using medication not prescribed to them.

If you want your child to self-carry, we strongly recommend that you send two of the medications (i.e., two inhalers, or two Epi-Pens). Campers and adults who carry medication often lose the medication or leave it in the cabin. NorthBay cannot assist your child if his or her medication is lost or misplaced. However, if the medication is stored in the Wellness Center, we can ensure that your child is using the medication prescribed and has access when needed.

The Wellness Center is staffed 24 hours a day and has a dedicated golf cart and off-road vehicle to transport medication to your child's location in the event of an emergency.

Over-the-Counter or As-Needed Medications

All medication, including over-the-counter and as-needed medications such as Tylenol and Motrin, must have a NorthBay Medication Form with a parent and doctor signature. If your child has frequent headaches or aches and pains and may need to use an over-the-counter medication at some point during his or her stay at NorthBay, be sure to complete his or her Medication Forms before the start of camp.

If your child develops an unexpected fever while at camp, we will make every effort to obtain a Medication Form with your signature and the signature of your child's doctor. If we cannot do so, your child will be sent home for his or her own health and safety and the health and safety of other campers.

NorthBay has standing orders for certain over-the-counter medications. Parents need to indicate on the form which medication they would like to have available to their child should the need arise and sign off on this specific section of the form.

Prescription As-Needed Medication

Please send your child's asthma and allergy medication to camp, even if he or she hasn't needed it in a long time. Your child will be hiking in the woods and spending time outdoors. Both physical activity and pollen from trees can trigger asthma or allergies.

Your child may not need his or her inhaler while here, but it's safer to have it available if needed.

Even if the medication is used only as needed, it must be accompanied by the completed Medication Form signed by a doctor and the intact pharmacy label on the original container.

Eating and Nutrition

NorthBay serves food such as hamburgers, soup, sandwiches, and lasagna. Breakfast at 8:30 a.m. includes a hot prepared meal and hot or cold cereal. Meals are served family-style and additional servings are available. Lunch at 12:00 p.m. and dinner at 6:00 p.m. typically include a main dish and two sides. Dessert is served at every meal and usually consists of a baked good or pastry.

While NorthBay's prepared meals are peanut-free, our snack bar may include packaged foods that contain peanut products or may have been exposed to peanut products during the manufacturing process.

All food allergies must be written on the NorthBay Health Form. Dining Services is notified of all food allergies the week before the campers arrive and alternative meals are planned. If your child has food allergies, it is recommended that you send a small supply of food you know is safe for your child, as the variety of alternative meals may be limited. Please include any specific instructions that may be needed with the food. The more information we have, the better we will be able to provide for your child and ensure his or her safety.

Vegetarian and other alternative meals (such as pork-free meals) are prepared for campers who indicate this diet on their NorthBay Health Form. Dining Services is notified of all special diets the week before campers arrive. If your child has a special dietary requirement, it must be indicated on the Health Form.

Special Needs or Disabilities

Children with a variety of special needs attend NorthBay and enjoy a fun, memorable, and exciting experience. NorthBay is fully accessible to wheelchairs; plus, all adventure activities can be adapted for children with physical or cognitive disabilities. If you provide NorthBay with a copy of your child's IEP or 504 Plan, we will do our best to follow the parts of the plan that are applicable to our program.

If your child has a one-on-one aide in the classroom, NorthBay will work with you and your school to determine who will provide assistance during your child's stay at camp. Because your child's aide in the classroom has a relationship with your child and understands your child's specific needs, it is recommended and sometimes required that this aide accompany your child to NorthBay. While we will assist with staffing wherever possible, it is ultimately the school's responsibility to meet your child's one-on-one needs.

Campers with documented medical conditions and who cannot walk long distances on hiking trails or the beach will be transported in a golf cart or off-road vehicle. Children and adults without disabilities are expected to walk with their group.

Campers with documented medical conditions who cannot tolerate cold or hot weather are welcome to rest in the Wellness Center as needed. However, most of the NorthBay curriculum is taught outside; therefore, campers should dress appropriately for snow, rain, cold, and heat. During extreme hot and cold weather, time outdoors is limited but not eliminated. Alternative curriculum is not available for campers who cannot remain with the group.

Diabetes

Children with diabetes have enjoyed a fulfilling and fun camping experience at NorthBay. Before your child arrives at camp, the NorthBay Management of Diabetes at Camp Form must be completed by a doctor. If your child uses an insulin pump, an additional Medication Form must be completed.

All necessary supplies for the management of your child's diabetes should be sent with your child to camp. Please include more than enough lancets and test strips for the duration of camp. Other essentials to include are ketone strips, glucagon, insulin, syringes and needles or an insulin pen and tips, and extra infusion sets for insulin pumps, if applicable.

Please make sure that medications are not expired and are in the original container from the pharmacy with the prescription label intact (for insulin, glucagon, and ketone strips). Children with insulin pumps should bring an extra vial of insulin and needles (or an insulin pen and tips) even if pre-filled cartridges are sent to camp.

Children with diabetes will check in at the Wellness Center upon arrival. All supplies will be checked for necessary labels, expirations dates, and adequate quantity. Campers without medication orders, pharmacy labels, or adequate quantity of supplies may be sent home for their own safety. During this time, the NorthBay nurse will review the importance of the sliding scale, carb counting, and the signs, symptoms, and treatment of high and low blood sugars with your child.

Campers are asked to check their blood sugar in the Wellness Center before meals. When your child checks his or her blood sugar, the nurse must view the meter before the machine is turned off. At that time, campers may receive sliding scale coverage, then report to the dining hall for his or her meal. After eating, campers (including campers using insulin pumps) will return to the Wellness Center to tally carbs consumed and take appropriate insulin.

The typical prepared meal contains approximately 100 to 150 carbs per meal. Alternative meals are available. Adults do not typically sit with the campers while they eat, so please review any important dietary information with your child before he or she leaves for camp.

During camp activities, campers may carry their glucose meter, a snack, glucose, and glucagon. Additional snacks should be stored in the Wellness Center. Should campers show signs or symptoms of high/low blood sugar, the Wellness Center can be easily contacted by radio or emergency callbox.

If a child's blood sugar is low or high at bedtime, it will be checked again at midnight. If the midnight check is high or low, a 3:00 a.m. check will also be completed.

Children with diabetes are monitored carefully by the NorthBay medical staff. However, if your child and/or our medical staff are not able to keep your child's diabetes stable, he or she may be sent to the hospital or home for his or her own safety. If your child is sent to the hospital, the NorthBay medical staff will determine if he or she may return to camp or should be sent home after treatment. This decision is determined on a case-by-case basis.

Additionally, your child may be sent home if all forms, labels, and supplies are not received by dinner time on the day of your child's arrival at camp. This is done for the safety of your child, since medications cannot be given without the required Medication Forms, labels, and necessary equipment.

Information for the Trip Coordinator or School Nurse

It's the Trip Coordinator's responsibility to collect all NorthBay Health Forms and Medication Forms and return them to NorthBay no less than two weeks before arriving at camp. This timeline is critical as NorthBay's Wellness Center reviews the forms and prepares for your students' individual dietary, medical, and medication needs before arrival at camp.

All medications brought to NorthBay must be collected by a single adult at school before the buses depart. These medications include prescription and over-the-counter medications, medications that have self-carry orders, and medication that a parent-chaperone intends to administer to his or her child.

These medications must be turned into the NorthBay Wellness Center immediately upon arrival to camp, so nurses can process and prepare them for administration. If medications are not turned in upon arrival, you will be asked to find each child who completed a Medication Form and check his or her luggage to ensure that all medications are turned in. The school staff and parents should read these instructions carefully. If you need to make additional copies of the Medication Forms, please be sure to copy both sides.

Because many parents believe medications already at school will be sent to NorthBay, we recommend that the school nurse fax copies of on-file medication orders for as-needed medications (over-the-counter or prescribed medications) and routine lunch medication to NorthBay two weeks before the arrival date. The school nurse should then send the medication from school on the day of the trip.

Teachers may not give campers medication while at NorthBay. All medications are kept in the Wellness Center in a double-locked cabinet. All controlled substances are counted when the medications are turned into the Wellness Center, again on the morning when the buses depart, and as frequently as warranted between the arrival and departure dates.

The school nurse should not remove any medications from the original container or pre-package medications in an envelope. Rather, he or she should send all original containers to NorthBay.

Medications with self-carry orders will be processed by NorthBay's nurses and permission to self-carry at NorthBay can only be granted by a NorthBay nurse. Please see [Self-Carrying and Self-Administering Medications](#) for further information.

Please contact NorthBay with further questions or specific information regarding the needs of your child or students.

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