



**Adult & First Aid Policies for  
CHILDREN & YOUTH  
Retreats & Summer Camps  
3+ nights  
(October 2015)**

**DEFINITIONS:**

- Camper – A person attending a retreat or camp, whether full-time or part-time, whether staying overnight or not, and including infants and children under school age.
- Adult – A person 18 years of age or older.
- Sponsor – An adult Camper responsible for the supervision of children/youth at the retreat/camp.
- Leadership – Persons responsible to lead, manage, and/or supervise activities of the retreat/camp program including, but not limited to, administrative leadership, ministerial leadership, guest speaker(s), camp pastors, and music/worship leader(s).
- Full-Time Camper – Camper on campus the entire length of the contracted stay.
- Part-Time Camper – Camper on campus less than the length of the contracted stay that does stay overnight.
- Day Camper – A Camper who does not stay overnight.
- Child Protection Training (CPT) – An approved training and examination program on sexual abuse and child molestation required by the State of Texas.

**POLICY #1:** All adults are required to submit printed copies of results from national criminal and national sex offender background checks for the current year, to complete Child Protection Training, and to provide a character and integrity reference.

- **ALL ADULTS** are required to submit (1) printed results from national criminal and national sex offender background checks for the current year, (2) a CPT Certificate of Completion, and (3) a Pastor Reference Form.
- This applies to **ALL PERSONS** 18 years of age or older on the Pineywoods campus including, but not limited to, Full-Time and Part-Time Sponsors, Leadership, family of Leadership, Day Campers, and 18-year-old Sponsors at a retreat/camp for CHILDREN.
- An 18-year-old participating as a student at a YOUTH retreat/camp is only required to submit printed results from national criminal and national sex offender background checks for the current year.

**POLICY #2:** A hard copy of a current Pineywoods Medical Form/Release is required for EVERY CAMPER on campus. Medical Forms/Releases are to be kept on file in the designated First Aid area during the retreat/camp. A bound Treatment Log, a record of every Camper ailment and treatment, will be kept in the designated First Aid area and maintained during the retreat/camp. A Medication Administration Record (MAR) is also to be maintained for each camper that brings medication(s) to the retreat/camp. Blank MAR forms are provided by Pineywoods. The Medical Forms/Releases and the MARs are to be turned in to Pineywoods at the conclusion of the retreat/camp. The Treatment Log is to remain in the designated First Aid area.

**POLICY #3:** A group must have at least one Nurse or EMT on campus and on call at all times during the retreat/camp. ALL medication, prescription and non-prescription, must be checked in with the Nurse/EMT upon arrival. ALL medication must be stored securely and dispensed from the designated First Aid area. Pineywoods can assist with a lock box for medication if needed. Retreat/camp medical staff will work in conjunction with Pineywoods Management and will operate within established protocols.

**POLICY #4:** The Director of Pineywoods supervises and directs all paid and unpaid staff, leadership, and volunteers at camp. Retreat/camp Leadership, Sponsors, volunteers, and all other adults serving at Pineywoods will work in conjunction with the Director and management of Pineywoods and are expected to adhere to all camp policies, practices, and protocols, both written and verbal.

## **PROCEDURES**

Do the following IN ADVANCE of your stay at Pineywoods.

1. Ensure that Nurse(s)/EMT(s) will be on campus and on call at all times during your retreat/camp.
2. Arrange a designated First Aid area with Pineywoods.
3. Ensure that you can lock up all medication, prescription and non-prescription, during the retreat/camp.
4. Facilitate the preparation and organization of all required documents and place in labeled folders.
  - **FOLDER #1 – PINEYWOODS MEDICAL FORMS/RELEASES.** Separate Medical Forms/Releases from other paperwork and alphabetize them by last name.
  - **FOLDER #2 – PAPERWORK FOR ALL ADULTS**

- For each person staple the CPT Certificate of Completion to their Background Checks, certificate on top, and alphabetize them by last name.
- Clearly mark 18-year-old student background checks as “STUDENT,” group them together, and alphabetize them by last name.
- Group Pastor Reference Form pages together.
- Order paperwork in the folder with Pastor Reference Form(s) first, CPT Certificate/Background Checks next, and Student Background Checks last.

Be prepared to do the following UPON ARRIVAL at Pineywoods.

1. Provide to Pineywoods the medical license number(s) for Nurse(s)/EMT(s).
2. File required paperwork for adults at the Camp Office. Early-arrival leadership should bring the paperwork to the Camp Office prior to the arrival of the group. Paperwork should be organized as outlined above.

**\*\*\* Please Note: Pineywoods Office Staff are required to review and ensure that all paperwork meets state requirements. \*\*\***

3. File Medical Forms/Releases at the First Aid area before the first scheduled meeting/activity.

BEFORE LEAVING CAMPUS AT THE CONCLUSION OF THE RETREAT/CAMP turn in the Medical Forms/Releases and the MARs from the First Aid area to a Pineywoods Manager. The Treatment Log is to remain in the First Aid area.