



**Adult & First Aid Policies for
CHILDREN & YOUTH
Retreats & Summer Camps
3+ nights
(September 2018)**

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.
- Camp Medic – A person with a current medical license or certification who is *in the camp and on call at all times overseeing medical and nursing care of campers*. This person must have a minimum of an American Red Cross Emergency Response certificate or Medical Assistant certificate.
- 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. Refer to pineywoodscamp.com/requirements-for-adults/ for complete details.

- **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: The following paperwork and documentation requirements must be met prior to and during the retreat/camp. All forms and logs are provided by Pineywoods and are to be kept in the designated First Aid Area during the retreat/camp.

- Pineywoods Consent & Medical Release Form – Online submission required prior to the retreat/camp for EVERY PERSON (infant to adult).
- Medication Form (i.e. Medication Administration Record) – Must be included with medication(s) brought to camp. Documents Camper’s current medical information and his/her medications needed at camp. Requires an authorization signature. Maintained during the retreat/camp.
- Treatment Log – A bound record of every Camper ailment and treatment. Maintained during the retreat/camp.
- Medication Log – A bound record of dispensation of routine medication(s). Maintained during the retreat/camp.

All of the above paperwork and documentation must remain at Pineywoods at the conclusion of the retreat/camp.

POLICY #3: A group must have one or two licensed Camp Medic(s), as directed by the management of Pineywoods, on call at all times during the retreat/camp. ALL medication, prescription and non-prescription, must be checked in with the Camp Medic 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 the Camp Medic(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. Give Camp Medic(s) a copy of the [First Aid/Medical Care Policies & Procedures](#) and a copy of the [Camp Medic Agreement](#).
5. Distribute the link to the online Consent & Medical Release Form to all persons attending the retreat/camp.
6. ***Ensure that the Consent & Medical Release Form is submitted for every person (infant to adult) attending the retreat/camp NO LATER THAN ONE WEEK PRIOR to your arrival.***
7. Distribute copies of the Medication Form to every person (adult sponsors and students) bringing medication to the retreat/camp.
8. Facilitate the preparation and organization of all required adult paperwork.
 - 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 with Pastor Reference Form(s) first, CPT Certificate/Background Checks next, and Student Background Checks last.
9. ***Send completed/signed Camp Medic Agreement(s) to Pineywoods NO LATER THAN ONE WEEK PRIOR to your arrival.***
10. ***Send required adult paperwork to Pineywoods NO LATER THAN ONE WEEK PRIOR to your arrival.***

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

BEFORE LEAVING CAMPUS at the conclusion of the retreat/camp, TURN IN ALL MEDICAL PAPERWORK AND DOCUMENTATION to a Pineywoods Manager.