

## **Nurse's Station Information Binder**

Welcome to Tejas!

We are glad to have you here and hope you enjoy your stay.

This binder has been provided to assist you as the medical person in charge for the week. Please read all of the following and be sure that you understand each document. Then be sure to fill out the *Tejas Summer Medical Staff Information Form* located in the front pocket of this binder, as well as sign the front label on the Medical Log Book. At some point, a staff member will stop by to check in with you to be sure you have everything you need and that you understand everything in this packet. If you need anything from us, please let us know.

# Emergency Contact Information

The following numbers have been provided for your use as needed.  
Please remember to notify a Tejas director in the event of any emergency.

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<b>Tejas</b> Main Office	. . . . .	<b>979-366-2422</b>
<b>Tim Scarborough</b> Guest Relations Director	. . . . .	<b>512-831-1606</b>
<b>Kay Kastner</b> Guest Experience Director	. . . . .	<b>979-220-6703</b>
<b>Mike Newton</b> Facilities Director	. . . . .	<b>281-682-6229</b>
<b>Natalie West</b> Discipleship Director	. . . . .	<b>713-417-3673</b>
<b>Paul Biles</b> Executive Director	. . . . .	<b>979-595-5569</b>
<b>St. Marks Medical Center</b> Local Emergency Hospital	. . . . .	<b>979-242-2200</b>
<b>Dr. Amy Jatzlau</b> Physician on Call	. . . . .	<b>979-542-0710</b>
<b>Poison Control Center</b> Emergence Service	. . . . .	<b>800-222-1222</b>
<b>Wal-Mart Pharmacy</b>	. . . . .	<b>979-542-1375</b>
<b>Pieratt's Pharmacy</b>	. . . . .	<b>979-542-3164</b>

# Incident Report Binder

The incident report binder has been provided to assist in keeping track of incidents. Below are instructions and types of incidents that will need to be reported.

## **Major Incidents**

Any significant incident needs to be recorded in this binder. The difference between minor and major incidents is unclear so please use good judgment. Please fill out an incident report form if you are unsure.

Examples of major incidents include but are not limited to:

- Large abrasions
- Broken bones
- Heat exhaustion
- Concussion

## **Minor Incidents**

Most of the minor needs that your campers have can be recorded on the smaller bound medical log.

## **Camper Departure from Premises**

If any camper is ever to leave the premises of the camp for any reason, we need to have documentation of their departure. To do this, simply fill out the needed portions of an incident report form.

## **Filing an Incident Report**

Once an incident report has been filled out, simply leave the form in the incident report binder and a member of our staff will retrieve it at the end of your camp session.

# Incident Reporting Procedures

For the purpose of this text, an incident will be defined as any occurrence that has caused harm to an individual whether physical, mental, or emotional. Please read over the following carefully and be sure you understand the incident reporting process.

## **All incidents should be dealt with in this manner: Check, Call, & Care**

1. **Check:** find out what happened, and then react accordingly.
2. **Call:** *ALWAYS* contact a Tejas director and when necessary 911.
3. **Care:** after discovering the problem and notifying others as needed, do what you can to assist the affected person.

Please remember that if the nature of the incident is personal those involved must keep a level of confidentiality. After the incident is resolved it is very important that you fill out a Tejas Incident Report Form as soon as possible.

## **Location of Incident Report Forms**

During the summer months a binder containing copies of the incident report form will be kept in each of the nurse's stations. If additional copies are needed please notify a member of the Tejas staff.

## **Summer Camp Nurses**

Any summer camp nurse is responsible for filling out incident report forms for members of their group. A Tejas director must be notified, and the reports should be left in the incident report binder located in the nurse's station. Further instructions are provided in each binder located at the nurse's stations.

## **Witnesses**

Witnesses need to be present when an incident report form is filled out. They will need to give their contact information as well as a signed testimony.

If there are any questions concerning an incident or these procedures please contact main office.

**Phone:** 979-366-2422

# Medical Log

The medical log (small bound diary book) has been provided to assist in keeping track of any medical related occurrence. Below are instructions and types of situations that will need to be recorded in the log.

## **State Regulations**

According to state law, a bound medical log with record of all treatments of any person – staff, counselor, or camper must be kept in the nurse’s station during the duration of your camp session. This log must include your name along with the date, patient’s name, ailment, and treatment of all medical related actions.

## **Major Incidents**

Although you will need to document any major incidents separately (see *Incident Report Binder*) please continue to document these incidents in the medical log. When doing so make a note that the incident has been further documented in the incident report binder.

## **Other Venues**

If more convenient, feel free to fill out all records in a different location (i.e. Laptop, church provided documentation, etc.) please be prepared to provide copies to Tejas before your departure in order to adhere to the state regulations.

Please continue to fill out the medical log until your departure at which time you will need to leave the log in the nurse’s station.

## **Camper Medical Files**

According to state regulations, all camper health records must be kept on file in the nurse's station. Each record should include information about the camper's name, allergies, immunizations, parent's information, and contact information for emergencies. Please be sure these files are up to date and can be found easily when needed.

Tejas will not need these files. They are simply required to be on site when the students are at camp.

# Texas Administrative Code

Title 25: Health Services

Part I: Department of State Health Services

Chapter 265: General Sanitation

Subchapter B: Texas Youth Camps Safety and Health

Rule: §265.15

## Medical & Nursing Care

- a) Record of an on-call physician required. Documentation shall be kept on file of a physician licensed to practice in Texas who is available to be on call at all times to advise health service personnel on all first aid and nursing services provided by the camp.
- b) Emergency transportation. Transportation shall be available at all times to transport any sick or injured camper in an emergency.
- c) Medical staffing requirements. A physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent, shall be in the camp and on call at all times, and will be considered the Camp Health Officer. For camps having documented evidence, such as a letter from the local emergency medical services (EMS), that the camp is located within a 20 minute community EMS response time, a person certified in American Red Cross Community First Aid and Safety, or its equivalent, shall be in the camp and on call at all times, and will be considered the Camp Health Officer.
- d) Requirement to report incidents of abuse or neglect of a minor.
  - (1) Requirement to report incidents of abuse or neglect of a minor at a youth camp. If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected as those terms are defined in the Family Code, Chapter 261, and the abuse or neglect occurred at the youth camp, then that person shall immediately make a report, in accordance with Family Code, §261.101(a) to the Health and Human Services Commission Office of Inspector General, as required by Family Code, §261.103. To make an online report go to [https://oig.hhsc.state.tx.us/Fraud\\_Report\\_Home.aspx](https://oig.hhsc.state.tx.us/Fraud_Report_Home.aspx). A report intake form, entitled HHSC Office of Internal Affairs: Texas Youth Camp Waste, Abuse and Fraud Referral Form may be faxed to the Office of Inspector General, Internal Affairs, 1-800-436-6184. A report shall be made to the Health and Human Services Commission Office of Inspector General and may be made to a local or state law enforcement agency or other agency listed in Family Code, §261.103.
  - (2) Requirement to report incidents of abuse or neglect of a minor other than at a youth camp. If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected as those terms are defined in the Family Code, Chapter 261, and the abuse or neglect did not occur at the youth camp, then that person shall immediately make a report, in accordance with Family Code, §261.103.
    - (A) Except as provided by subparagraphs (B), (C) and (D) of this paragraph, a report shall be made to:
      - (i) any local or state law enforcement agency;
      - (ii) the Department of Family and Protective Services Abuse Hotline, which may be contacted at (800) 252-5400 or through the secure web site <http://www.txabusehotline.org/>;or

(iii) the agency designated by the court to be responsible for the protection of children.

(B) A report may be made to the Texas Youth Commission instead of the entities listed under subparagraph (A) of this paragraph if the report is based on information provided by a child while under the supervision of the commission concerning the child's alleged abuse of another child.

(C) Notwithstanding subparagraph (A) of this paragraph, a report, other than a report under subparagraph (D) of this paragraph, shall be made to the Department of Family and Protective Services if the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child.

(D) A report of alleged abuse, neglect, or exploitation in any juvenile justice program or facility shall be made to the Texas Juvenile Probation Commission and a local law enforcement agency for investigation.

- e) Requirement to report camper death or communicable diseases. Camper death or confirmed cases of waterborne or foodborne diseases, such as cholera, dysentery, typhoid, salmonellosis, shigellosis, or infectious hepatitis, shall be reported to the department's Policy, Standards, and Quality Assurance Unit, within 24 hours of occurrence (or confirmation in the case of disease) by fax (512) 834-6707, or by email at the address found at [www.dshs.state.tx.us/youthcamp/default.shtm](http://www.dshs.state.tx.us/youthcamp/default.shtm).
- f) Designation of a first aid area. A first aid area, used exclusively to handle health and emergency cases, shall be designated and suitably equipped. Supplies should be in single use packaging. A first aid kit containing at the minimum the items listed in this subsection shall be available in the first aid area.
1. Sterile adhesive bandages in assorted sizes.
  2. Sterile gauze pads in assorted sizes.
  3. Hypoallergenic adhesive tape.
  4. Triangular bandages.
  5. Sterile roller bandages in assorted sizes.
  6. Scissors.
  7. Tweezers.
  8. Moistened towelettes.
  9. Antiseptic.
  10. Thermometer.
  11. Splints.
  12. Petroleum jelly or other lubricant.
  13. Cleansing agent/soap.
  14. Exam quality gloves.
  15. Eye wash solution.
- g) Isolation of a child with a communicable disease. A child ill with a confirmed or suspected case of a communicable disease shall be isolated to provide safety to other children and quiet to the patient. Any child that is isolated shall be supervised as determined by the Camp Health Officer. A child with a staphylococcal skin infection is not required to be isolated, if the infection is kept completely covered by a bandage.
- h) Bound medical log required. A bound medical log, or other unalterable record keeping system, listing date, name of the patient, ailment, name of the Camp Health Officer, and the treatment prescribed shall be kept in the first aid area for the duration of the camp year for which the license is issued.

- i) Camper health records shall be kept on file. The first aid area shall keep a health record on each child with the child's name, allergies, immunizations, parent's name, address, and telephone number, and parent or guardian authorization for emergency medical care.
- j) Availability of an emergency telephone. The camp shall have a telephone readily available, preferably in the first aid area, for emergency use.
- k) Emergency plans required. A written plan of procedures to be implemented in case of a disaster, serious accident, epidemic, or fatality shall be formulated and posted in the camp's administrative on-site office or location and in each permanent and semi-permanent occupied building. The plan shall include procedures for emergency shelter and for evacuation of each occupied building and the facility. Campers shall be instructed as to their actions in the event of fire, disaster, or the need to evacuate. These procedures shall be reviewed by the staff with specific assignments made to each staff member and counselor. All camp staff and volunteers shall be made aware of this plan during the staff-training program or volunteer briefing. Documentation of this training shall be kept at the camp's administrative on-site office or location.
- l) Storing and dispensing prescription medication to campers. If a child is taking a prescription medication when he or she reports to camp, the medication shall be in the original container with the prescription label, and the medical staff shall place that medication, sharps, and related paraphernalia or devices in a lockable cabinet or other secure location that is not accessible to campers. The medication shall be administered by the Camp Health Officer or camp counselor, if authorized in writing by the Camp Health Officer. At no time shall the child be allowed to self-administer the medication without adult supervision. Medications needed for immediate use for life-threatening conditions (e.g., bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried by a camper or staff person. The camp shall have on file a written statement of medical necessity from the prescribing doctor or the written approval of the Camp Health Officer for any camper to carry medication and related paraphernalia or devices.
- m) Camp trip first aid kits. First aid kits containing at the minimum the items listed in subsection (f) of this section shall be taken on all out-of-camp trips.

**Source Note:** The provisions of this §265.15 adopted to be effective April 16, 2006, 31 TexReg 3049; amended to be effective May 16, 2010, 35 TexReg 3815; amended to be effective March 13, 2014, 39 TexReg 1713

# Medical Supply Inventory

The following is a list of supplies that has been provided for any medical needs your group has. Please keep all of your supplies organized and as you found them. If at any time you find that an item on this list has run out, simply let us know.

**PLEASE DO NOT INTER-MIX ANY ADDITIONAL SUPPLIES YOU BROUGHT WITH YOUR GROUP. TEJAS SUPPLIES SHOULD BE LABELED AS “CT”.**

## **Internal:**

- Allergy tablets\*
- Allergy liquid\*
- Anti-diarrheal\*
- Antacid
- Tylenol\*
- Ibuprofen\*
- Pepto-Bismol
- Thermometer
- Throat spray

## **External:**

- Alcohol prep pads
- Aloe-Vera Gel
- Antibiotic ointment
- Antiseptic wash
- Bandages (varied sizes)
- Body powder
- Butterfly bandages
- Eye wash solution
- Gauze Pads
- Hydrocortisone cream (anti-itch)
- Hydrogen peroxide
- Icy Hot
- Iodine
- Non-adherent pads
- Roller gauze

## **Miscellaneous:**

- Cotton balls
- Drinking cups
- First-aid tape
- First-aid shears
- Gloves
- Nail clippers
- Petroleum Jelly
- Q-tips
- Safety pins
- Tongue depressors
- Triangular bandages
- Tweezers
- Waterproof tape
- Ziploc bags