



RGC Summer Staff 2023

Position Title: Camp Nurse
Reports To: Program Director

Description in a Nutshell:

- The Camp Nurse helps us create Christ-centered experiences that reveal our place in God's story by caring for and treating of campers and staff who are ill or injured.

Job Responsibilities:

- The Camp Nurse oversees medical procedures and safety for campers for the week assigned.
- Daily, the Nurse will pour medications for each medication time, breakfast, lunch, Dinner, and bedtime. After each medication administration, the Camp Nurse is to sign off on medication administration sheets.
- Camp Registration Procedures:
 - Before registration make sure that you have all the necessary materials to collect medications and health release forms
 - Two Milk Crates, (one for each gender for medications) *This is just in case of a heavy number of medications between campers, sometimes one crate will suffice.
 - Rolls of tape, and Ziplock bags in a variety of sizes, (these will be used to bag medications and label with Camper's name and Cabin)
 - Two binders, (for collecting Health and release forms)
 - Separate by gender and organize alphabetically, and make sure the office keeps the originals and the Nurse's Cabin receives the copied versions.
 - Medication administration sheets
 - While asking parents about medications, you can write all of the necessary information down on these sheets.
 - Allergy bands,
 - Allergy bands are a way to make camper allergies known on campus. These are helpful to staff members and other campers.
 - You can fill these out during registration, as you are looking at allergies on incoming release forms.
 - Sunday Evening Duties:
 - Collect medications from campers at registration and create medication administration sheets for each camper.
 - Create envelopes for each camper for each medication time they have.
 - If a camper has multiple medications at various times, make an envelope for each medication time. It is also helpful sometimes to

- bring some PRN medications to mealtimes, just in case of camper needs.
 - Create baggies for various medication times, and organize medication envelopes, in baggies, for each medication time.
 - Begin to Pour Medications for Dinner, Bedtime and Breakfast.
- Daily Checklist:
 - Pour medications for all medication times and sign off on medication administration sheet.
 - Create Sign-In sheet for camper visits to the Nurse's Cabin.
 - Log camper and staff visits in separate staff and camper logbooks.
 - If you are exiting the cabin, it is helpful to have a first aid kit, and envelopes filled with pain reliever medications in them in case of a medical situation.
- Situational Protocols:
 - Homesickness
 - Comfort and pray with camper. Allow camper to talk about their emotional status and intervene when necessary. Make sure to also attend to camper's medical needs.
- Vomiting
 - If camper or staff member has a temperature above 100.4 degrees, then the patient should rest and be in quarantine until further notice, (is feeling better, fever is gone, or goes home to finish Quarantine). Quarantine can last up to 24 hours. When over, camper/staff member can continue with camp activities.
 - Nurse's Evaluation ultimately decides how long patient should stay in Quarantine and course of action.
- Bed Wetting
 - If camper or staff member complains of bed wetting, provide new sheets, and help wash old ones. Make sure to keep the situation calm for both the campers and the staff members.
- Rhodes Grove Camp Standing Orders:
 - Standing Orders are an attached form to the following document.
- Nurse's Cabin Inventory
 - Suggested Stock Levels
 - Medication (Most Medications are not needed each week but are nice to have in stock for emergencies.)
 - Pain Relief:
 - Acetaminophen (Adult) 500 mg (2)
 - Children's Pain and Fever Relief; Acetaminophen (Junior) 160 mg (2)
 - Ibuprofen (Adult) 200 mg (2)
 - Ibuprofen (Junior) 100 mg (2)
 - Stomach Relief:
 - Antacid *Ultra Strength, (Calcium Carbonate 1000 mg) (1)
 - Antacid *Extra Strength, (Aluminum Hydroxide 160 mg, Magnesium Carbonate 105 mg) (1)
 - Pepto Kids (Calcium Carbonate 400 mg) (1)
 - Stomach Relief (Pink Bismuth / Subsalicylate 262 mg) (1)
 - Laxative (Bisacodyl 5 mg) Stimulant Laxative (1)
 - Anti-Diarrheal (Loperamide HCl 2 mg) (1)
 - Milk of Magnesia (Magnesium Hydroxide 1200 mg) (1)

- Allergy Relief:
 - Children's Cetirizine HCl Chewable Tablets (Antihistamine 10 mg) (1)
 - Severe Congestion Relief (Acetaminophen 325 mg, Guaifenesin 200 mg, Phenylephrine HCl 5 mg) [Adult] (1)
 - Benadryl (Diphenhydramine HCl 25 mg) (2)
 - Sudafed PE DAY (Phenylephrine HCl 10 mg) [Adult] (1)
 - Sudafed PE NIGHT (Diphenhydramine HCl 25 mg, Phenylephrine HCl 10 mg) [Adult] (1)
 - Suphedrine PE (Phenylephrine HCl 10 mg) [Adult] (1)
 - Children Allergy Relief (Diphenhydramine HCl 12.5 mg) (1)
 - Allergy Relief (Diphenhydramine HCl 25 mg) [Adult] (1)
- Cough & Cold Relief:
 - Halls (Menthol 5.8 mg) (1)
 - Equate Cough Drops (Menthol 7.5 mg) (1)
 - Sucrets (Dyclonine hydrochloride 2.0 mg, Menthol 6.0 mg) (1)
 - Robitussin DAY (Acetaminophen 650 mg, Dextromethorphan HBr 20 mg, Guaifenesin 400 mg, Phenylephrine HCl 10 mg) (1)
 - Robitussin NIGHT (Acetaminophen 650 mg, Diphenhydramine HCl 25 mg, Phenylephrine HCl 10 mg) (1)
- Head Lice:
 - Quit Nits TREATMENT (Quassia amara 2x, Staphysagria 6x, sabadilla 6x) (1)
 - Quit Nits PREVENTATIVE (Eucalyptus globulus 2x, Staphysagria 6x, sabadilla 6x) (1)
- Anaphylaxis:
 - Epinephrine Injection 0.15 mg (2)
 - Epinephrine Injection 0.30 mg (2)
- Clinical Materials:
 - Eye and Ear Care:
 - Bottle of Saline Solution (1)
 - Bottle of Dry Eye Relief Drops (1)
 - Bottle of Redness Reliever Drops (1)
 - Bottle of Instant Ear Dry Drops (1)
 - Eye Patch (1)
 - Eyeglass Repair Kit (1)
 - Contact Lens Case (1)
 - Otoscope (Ear Inspection Device) (1)
 - Mouth and Nose Care:
 - Toothbrushes (5)
 - Bottle of Toothpaste (5)
 - Bulb Syringe Aspirators (1)
- Measuring Devices
 - Blood Pressure Monitor (Manual) (1)
 - Stethoscopes (1)
 - Oral Thermometer (2)

- Temple Thermometer (1)
- Ear Thermometer (1)
- Medical Measuring Cups (3)
- First Aid
 - First Aid Kit (2)
 - CPR Breathing Barriers (2)
- Poison Ivy and Bug Bite/Sting Care
 - Bottle of Calamine Lotion (1)
 - Containers of Baking Soda (1)
 - Tubes of Anti-Itch cream (2)
 - Tubes of Hydrocortisone cream (2)
 - Sets of Poison Ivy Towelettes (Pre-Contact & After-Contact) (10)
 - Bottles of Bug Spray (2)
- Burn Treatment
 - Bottles of Sunscreen (2)
 - Bottles of Aloe Vera Gel (2)
 - Tube of Alocane (1)
- Dry Skin
 - Moisturizing lotion (1)
- Medical Tools and Applicators
 - Boxes of Face Masks (1)
 - Box of Tongue Depressors (1)
 - Cotton Swabs (500)
 - Cotton balls (100)
- Feminine Products
 - Packages of Pads (2)
 - Package of Tampons (2)
- Various Alcohols & Salts
 - Bottle of Nail Polish Remover (1)
 - Bottles of Hydrogen Peroxide (3%) (2)
 - Bottle of Isopropyl Rubbing Alcohol (70%) (1)
 - Alcohol Pads (50)
 - Box of Epsom Salt (1)
- Wraps & Braces
 - Wrist Brace (1)
 - Arm Support (1)
 - Elbow Supports (1)
 - Pediatric Foot Support (1)
 - Wrist Support (1)
 - Roll of Finger Splint Vinyl (Obtain 4 Metal w/ Foam Finger Splints)
 - Wrap Bandages (5)
 - Roll of Medical Tape (3)
- Cut and Scrape Care
 - Tube of Triple Antibiotic Cream (3)
 - Bottle of Antiseptic Spray (2)
 - Triangular Bandages (3)
 - Variously Sized Gauze Pads (30)
 - Rolls of Gauze (6)
 - Packages of Band Aids (4)
 - Sponges for Ice Packs (20)
- Cabin Supplies Needed

- Large Roll of Paper Towels (2)
 - Handsoap (2)
 - Cloth Towels (10 of each size)
 - Bed sheets (Beds should be prepared for sick campers)
 - Cleaning Supplies (Lysol, Clorox Wipes, Swiffer Mop, etc.)
 - Yogurt, Juices, Popsicles, and Crackers (10-15 of each)
 - Notepad for Sign-In Station (2)
 - Toilet Paper and Bars of Soap for Upstairs Bathroom (5 of each)
 - Small Dixie Cups and Large Plastic Cups (100 of each)
 - Small and Large Ziplock Bags (100 of each)
 - Masking Tape and Sharpies (4 of each)
 - Milk Crates (3)
 - Water Pitchers (2)
 - Tissue Boxes (about 5)
- Summer Team First Aid Kits
 - Each Cabin Leader at the beginning of each summer will receive a First Aid Kit. This consists of a plastic bag filled with Latex-Free gloves, packets of Neosporin, Band Aids, and notebook to record all of injuries encountered.
 - In the Nurse's Cabin, we will have available, refills of Band Aids, Neosporin Packets and Latex-Free Gloves.
 - Counselors will report their injuries, by handing in their account on notebook paper, at mealtimes.
- Canoe Trip
 - During the week, campers will have the opportunity to go canoeing during Free Time on Tuesday and Thursday. Each time a group of campers go on a canoe run, there will be a first aid kit along with them. This First Aid kit should include all the necessary materials.
 - Bandages
 - Antiseptic spray
 - Antibiotic Cream
 - Cotton Swabs/Cotton Balls
 - Gauze Pads & Gauze Rolls
 - Ice Pack
 - Tweezers & Scissors
 - Space Blanket
 - Latex-Free Gloves
 - Pain Reliever and Anti Histamine
- Horse Camp Trips
 - Some of the Camps offered at Rhodes Grove feature an overnight horse trail, (Mustangs & Mavericks 1 + 2 and Wild Wind). Before the campers go on the trail, check that the Wrangler First Aid Kit is stocked, then make sure to pour enough camper Medications for the Trip.
 - They, along with some Pain Reliever Medications and an Ephrine Auto Injector, will go with the campers on the trail. The Horse Instructor will also receive copies of each camper's Health and Release Form. During the Trail, the Horse Instructor will supervise, and administer medications.
- Cowans Gap Trip (If happening)
 - During Quest Week, (Grades 9-12), campers will go on a day trip to a local national forest, Cowans Gap. On that day, the Nurse, and Nurse's Assistant will go along with the camp. They will mostly administer medications, (Lunchtime Medications), and perform minor first aid care if necessary. There is a medical center on the park grounds. Make sure to prepare a first aid kit,

camper medications, and other possible camper needs, (Sunscreen, Bug spray, etc,).

- First Aid Kits on Campus
 - On the Rhodes Grove Campus there are First Aid Kits stationed at each of the following locations:
 - The Kaufman Lodge (Basement and Main Floor)
 - The Retreat Center Ball Closet
 - The Pool house.
 - The Kitchenette
 - Behind the front desk in The Lobby
 - Each First Aid Kit should be stocked with the following;
 - Bandages
 - Antiseptic spray
 - Antibiotic Cream
 - Cotton Swabs/Cotton Balls
 - Gauze Pads & Gauze Rolls
 - Ice Pack
 - Tweezers & Scissors
 - Space Blanket
 - Latex-Free Gloves
 - Pain Reliever and Anti Histamine
- Protocol for Calling 911
 - If you notice any patient experiencing any of the following symptoms, it is time to call 911:
 - Possible Heart Attack
 - Anaphylactic Shock
 - Broken Bones
 - Bloody Diarrhea/Vomiting with Weakness
 - Airway Blockage
 - Severe Burns
 - Severe Bites or Stings
 - Possible Stroke
 - Seizures
 - Heat Stroke
 - Breathing or Heart Problems
 - Severe Bleeding
- Protocol for Calling Parents
 - If a call to a parent or guardian is seen necessary, phone numbers of Guardians can be found on each Camper's Health and Release Form. Calls should either be made by the Executive Director, Ministry Director, or the Nurse.
- Protocol for Calling the Physician's Office
 - If you are uncertain about a patient's symptoms but know that Emergency Services are not needed, then the Greencastle Family Practice Physician Line may be called for additional advice.

Other things you need to know:

- This position requires a Licensed Nurse
- Each Summer Staff member is expected to attend morning devotions/meeting each day.
- Each Summer Staff member will fill out the staff application.
- Each Summer Staff will agree to and sign the commitment sheet that explains the commitment to God and the team.

- Each Summer Staff hire is contingent upon passing and submitting background check and child abuse clearance.
- Summer Staff under the age of 18 must provide a copy of their work permit.