



SUMMER CAMP

RECREATIONAL CAMPS FOR CHILDREN

Dedham Health Department
April 4, 2023

Overview

- [105 CMR 430.000 Recreational Camps for Children](#)
- Staffing
- Camp application & binders
- What to expect during an inspection
- Health care requirements
- Aquatics/pool requirements
- Questions

Camp Applications/Binders

- Submitted at least **45 days** before anticipated start of camp with \$250 fee.
- At least one binder must remain on site throughout camp season so that it can be referenced.
- Complete entire application.
 - **Include total number of campers – this must be reported to the State!**
- Include code and name of policy for each section.
 - Recommendation: provide a table of contents so binder is easy review and reference in an emergency!
- *Failure to submit an organized and complete binder will result in delays for review and may affect camp's opening.*

Staffing Requirements

- **Required ratios [430.101]**
 - 1:10 campers (7 yrs and older)
 - 1:5 camper (under 7 yrs)
- **Qualified camp director [430.102]**
 - Day Camp: 21+ years old; completed camping administration course or 2+ seasons of experience; designated substitute must meet same criteria
- **Counselors [430.100]**
 - Day Camp/Non sport: 16+ yrs; 3-year difference between counselor and oldest supervised camper
 - Sports Camp: 18+ yrs or graduated from High School; 3-year difference between counselor and oldest supervised camper
- **Background Information [430.090]**
 - Written procedures in binder
 - SORI, CORI, 3 positive references, and 5 years of previous work history

Written Camp Policies – Must Be in Binder

- Abuse and neglect [430.093]
- Discipline policies [430.191]
- Emergency plans [430.210]
 - Disaster/emergency [430.210(B)]
 - Fire evacuation [430.210(A)] – drills w/in first 24 hrs of each camp session
 - Lost camper plan [430.210(C)]
 - Lost swimmer plan [430.210(C)]
 - Traffic plan [430.210(d)]

Written Camp Policies – Must Be in Binder

- Special contingency plans [430.211]
 - Registered camper does not arrive at camp, child comes without being registered, camper not present at time of pickup
- Tobacco/alcohol/recreational marijuana use policies [430.165/430.166]
- Unrecognized persons at camp [430.190(E)]
- Release of a camper [430.190(B)]
- Maintenance of records for 3 yrs[430.145]

Inspections

- Certificate of inspection must be provided by Building Department before inspection [430.451].
- Approval of fire evacuation plan from Fire Department must be provided before inspection [430.215].
- Ensure emergency phone is operating and all emergency numbers are posted.
- Infirmary is fully stocked.
- All facilities and play structures are in good repair.
 - Challenge courses, etc. have been inspected as required.

Health Care Consultant & Health Care Supervisors

Health Care Consultant [430.159(A)]:

- Licensed physician, NP, or PA with documented pediatric training

Health Care Supervisor [430.020]:

- 18 yrs or older
- Licensed medical professional or first aid and CPR certified
- May have other non-health related duties
- **Present at camp at all times**

HCC Responsibilities: Health Care Policy

- **Annual development, review, approval, and signing of health care policy**
 - Develop/sign written orders for HCSs
 - Acknowledge all medications administered at camp
 - Sign off on HCC Agreement Form
- **Review, approve, and provide trainings for HCSs/other camp staff (competency documented)**
 - First aid
 - Oral/topical medication administration
 - Epi-pen use
 - Diabetic plan management and insulin use
- Available for consultation
- **Health Care Consultant Agreement Form must be signed**

Health Care Policy

- A written camp health care policy must be approved by the Health Department and by the HCC.
- The policy shall include, but not be limited to **daily health supervision; infection control; medication storage and administration**, *including self-administration when appropriate [105 CMR 430.160]*.
- Procedures for **using insect repellent; conducting tick checks; promoting allergy awareness; handling health emergencies and accidents**, *including parental/guardian notifications*; available ambulance services; **provision for medical, nursing, and first aid services**.
- The name of the designated on-site camp HCS(s) [105 CMR 430.159(E)] and the name, address, and phone number of the HCC [105 CMR 430.159(A)]

Health Care Policy

Need Documented
Competencies by HCC

- Prescription medication administration [430.160(D)]
- Epinephrine injections [430.160(D)(3)]
- Insulin administration [430.160(D)(4)]
- Medication storage [430.160 (A&B)]
– kept secure
- Disposal of medications and medical waste [430.160 (F&I)]
- Maintenance of records [430.145]
- Health records [430.150]

Required HCS Trainings

- **Administration for oral/topical prescription medication** [430.160(D)(2) & 430.160(H1)]
 - Confidentiality, role of HCS, limits of HCS, effects/possible side effects of all medication administered, steps in medication administration, camp safeguards and policies.
- **Signs/symptoms of hypo and hyperglycemia** [430.160(D)(4) & 430.160(E)]
 - Supporting a camper's blood monitoring activities and process of self-injection if applicable, proper disposal of medical/biological waste, proper documentation, and emergency plans.
- **Administering epinephrine auto-injectors** [430.160(G) & 430.160(H)(2)]
 - Confidentiality, understanding allergic reactions and signs of anaphylaxis, mild v. severe allergic reaction symptoms, allergy management and exposure prevention for camper with allergies, emergency action plan for anaphylaxis, proper use of epinephrine auto-injector, documentation, and record keeping.
 - HCS/designated staff must complete epinephrine auto-injector training and have documented test of competency for administering epinephrine auto-injectors.

Each HCS must have **documented evidence of competency signed off by HCC.**

Multiple Templates online and provided in camp packet.

Don't Forget These in Your Policies!

- 410.157(C): Information regarding **meningococcal disease and immunization shall be provided annually to the parent** or legal guardian of each camper in accordance with M.G.L. c. 111, § 219.
- 430.163: **Protection from the Sun**
- 430.159(B)(2): Prior to admitting a child to the camp, **parents and guardians shall be provided a copy of the policy** pertaining to the care of mildly ill campers, administration of medication, and the procedures for providing emergency health care.

To Electronic or Not Electronic Records

- 430.155: Medical Log
 - Each recreational camp for children shall maintain a medical log containing a record of all camper/staff health complaints and treatment. The medical log must list the date and time, name of patient, complaint, and treatment for each incident. The medical log must be maintained in a **readily available format** and must be signed by an authorized staff person.
- 430.156: Availability of Health Records and Logs
 - (A) All medical records and logs **shall be readily available** to the HCS, camp nurse or camp doctor, or other health personnel.
 - (B) All medical records and logs shall be **made available upon request to authorized representatives of MDPH and of the Health Department.**

COVID-19 Isolation and Exposure Guidance for Children and Staff in Child Care, K-12, Out-of-School Time (OST) and Recreational Camp/Program Settings

- Contact tracing is no longer recommended or required.
- The Commonwealth is not recommending universal mask requirements, surveillance testing of asymptomatic individuals, contact tracing, or test-to-stay testing.
- any individual who wishes to continue to mask, including those who face higher risk from COVID-19, should be supported in that choice. For those who need or choose to mask, masking is never required in these settings while the individual is eating, drinking, sleeping or outside.
- Quarantine is no longer required nor recommended for children or staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals.
- State website with guidance: <https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-children-and-staff-in-child-care-k-12-out-of-school-time-ost-and-recreational-campprogram-settings>

Lost Swimmer Plan [430.210 & 430.204]

- Written plans formulated and kept on file.
- Staff trained in all aspects of plan.
- A method of supervising and checking bathers such as the “buddy system” shall be established and enforced.

Aquatics Director & Lifeguard Requirements

Aquatics Director [430.020]

- 21 yrs or older
- At least 6 weeks exp in management or supervisory aquatics position
- Trained water safety professional with current lifeguard certifications
- Responsible for supervising aquatics activities

Lifeguard

- 16 yrs or older
- Lifeguard certificate: Red Cross, Royal Bronze Medallion, Boy Scouts, YMCA
- First aid certificate: Red Cross Standard, Red Cross Community, National Safety Council First Aid Training Level 2
- CPR certificate

Swimming and Other Aquatics Activities

[430.103A]

- Swimming and other aquatics activities shall be supervised by 1 counselor for every 10 campers in the water or near the water.
- For every 25 campers there shall be at least 1 lifeguard.
- If there are 50 or more campers in or near the water the Aquatics Director must be present.
- If swimming takes place outside the camp location, the camp should provide supervision by Lifeguards as required in 105 CMR 430.103.
- Swimming supervision may be allowed through a contractual agreement between the camp and the operator of the swimming venue with a ratio of 1 dedicated lifeguard to 25 campers.

Swimming Pools [430.430]

- Compliance with 105 CMR 435.00 required including fence requirements and VGB drain covers.
- A copy of permit for Swimming Pool at the facility.

Waterfront and Boating Program Requirements (CMR 430.204)

- The following safety requirements must be observed. **This is not a complete list!**
- Swimming is prohibited at sites other than the permanent camp waterfront without the prior approval of the camp operator and the aquatics director.
- Bathing beaches shall comply with 105 CMR 445.00 (Minimum Standards for Bathing Beaches).
- Swimming shall be prohibited during the hours of darkness unless adequate lighting is provided, and swimming is restricted to shallow water.
- All piers, floats, and platforms shall be in good repair.

Christian's Law

- Ensure all minors are swim tested at the first swimming session.
- Provide properly sized and snug fitting person flotation device (PFD) Type I, II or III to all minor children determined to be either a non-swimmer or an at-risk swimmer.
- Allow parents or legal guardians to provide their own properly fitting PFD to the child if they choose.

Questions?

- Kylee Sullivan, Director: Ksullivan@dedham-ma.gov
- Leontia Flanagan, Assistant Director: Lflanagan@dedham-ma.gov
- Kristin McMillan, Inspector: Kmcmillan@dedham-ma.gov
- Jessica Tracy, Public Health Nurse: Jetracy@dedham-ma.gov
- M. Stephany Lopez Silva, Office Manager: Mlopezsilva@dedham-ma.gov
- Health Department: (781) 751-9220
- State website: <https://www.mass.gov/lists/recreational-camps-for-children-community-sanitation#camp-licensing-applications,-forms,-and-guidelines->