



Nurse

Standard Operating Procedure

Morning

Clock-in at the Camp Office

- Open Nurse's Office and prepare fanny packs and sign in/out sheet for Team Members upon arrival
- Check for any parent/guardian or Team Member voicemails or emails from overnight
- On Mondays, set-up table at arrival area to accept medication for new campers and create fanny pack for new medication and distribute to appropriate Team Member(s)

Daily Schedule

- Administer appropriate medical care to campers and Team Members in compliance with ESF standards, policies, guidelines and procedures
- Serve as the medical liaison between ESF Camps and parents/guardians
- Communicate with parents/guardians regarding medical needs and issues with their campers
- Collect and maintain camper and Team Member health records in accordance with ESF policies
- Make notes in camper's profile as needed
- Assist parents and Team Members with medical and health questions
- Educate Team Members on health and safety policies and procedures, including but not limited to, basic first aid, Epi-Pen and rescue inhaler administration, and serve as a resource for emergency response procedures
- Manage Camp Nurse's office/area and ensure the office/area is clean and organized
- Maintain medical supply inventory and order as necessary
- Work effectively with co-workers, typically one other Nurse on site, as a team and collaborate on various responsibilities
- Inform Site Director of any concerns regarding the health and safety of the campers
- On Fridays, prepare camper medications to be returned home on the camper's last day

Afternoon

Clock out at the Camp Office

- Make sure all fanny packs are accounted for at end of the day
- Follow-up with any outstanding parent/guardian communications
- Clean office/desk area
- Relay messages to Site Director(s)/Leadership Team