

CHARTING AND DOCUMENTATION

The camper medical record is used to record all medical and behavioral interventions and outcomes in a systematic and orderly fashion while at camp. This is a legal document and must be stored in a secure fashion, in accordance with the state rules and regulations governing medical records.

Chart Contents

1. Kardex
 - Attached to front of chart
 - Age, height, weight, peak flow
 - Birthdays and other special information
 - Current medication information, scheduled and PRN medications
 - Allergies
2. Camper Health Form
 - Photo of camper
 - Emergency contact information
 - Camper health history, medications, allergies and behavioral (completed by parent)
 - Authorizations and releases (participation and emergency treatment, photography, video and promotional, transportation, medical data and Code of Conduct)
 - Medical history and examination (completed by health care provider)
3. Camper Progress notes: Should “tell the story” of camper’s health at camp
 - Used by the health care team to record encounters in health services
 - Physician/NP assessments and orders
 - Unscheduled treatments
 - SOAP format including date, time and signature
4. Asthma Visit Sheet: Used when camper visits the health service for asthma
 - Camper completes top portion, (reinforces self-assessment)
 - Health care professional completes bottom portion and signs
 - Asthma visit sheet is placed in camper chart and brief notation of visit is written on the progress note
5. Bedtime assessment stickers: Used by health services team member during HS assessments
 - Peak flow and lung sounds are assessed
 - Indicates PRN medication use and response
 - Placed on cardstock divider in camper chart, in date order
6. Infirmary sheet: Used whenever a camper is admitted to the infirmary
 - Document temp, pulse, resp., BP, O2 sat, lung assessment at admission
 - Continue above assessment every 2 hours while in infirmary
 - Complete above assessment at discharge
 - Evaluate need for more frequent assessments for fever or other problems
 - Place in chart once camper is discharged from the infirmary
 - Infirmary sheets do not need to be completed for campers who need rest, only
7. Parent/Doctor letter (added at the end of camp)
 - Copy of letter sent to parent and primary care provider at end of camp
 - Describes how the child did at camp, reviews the educational program and highlights any medication changes
 - Includes camper Asthma Action Plan as developed during camp