

Children's Camps on Campus University of Waterloo Checklist

Most children's summer camps at the University of Waterloo have their own standards, policies and procedures in place. The following matters should be given consideration in light of current practice.

Health

Staff

- Although not every staff member is required to hold a first-aid certificate, at least one staff member must and some instruction must be given to all staff members who will be in charge of campers at any time in order to: a) recognize possible symptoms, b) proceed with emergency measures in case of injury or illness, c) understand the danger of administration of medication.

Health Records

- Campers require a current health and medical history signed by the parent or guardian with specific permission to contact the physician if the need arises. These records include general condition, current medical treatments, allergies, immunization with dates and a description of any physical condition requiring special consideration while at camp. Also included on the form should be the following: parents' home telephone number, parents' business numbers, an alternate emergency telephone number, doctor's name and number, camper's personal health number (please note, provision of OHIP number must be voluntary and must only be used for the provision of health care for the child), parents' marital status, parent who has legal custody. A parent or guardian must provide a signed statement that the camper is not suffering from or been in contact with a communicable disease within three weeks of camp admission. These records must be retained for two years following the final date of that year's camp and then confidentially destroyed, unless an Emergency/Serious Occurrence Form has been filled out, in which case, these records must be sent to the Safety Office with the Emergency/Serious Occurrence form. **see Appendix 1**
- Current anecdotal records must be kept by the person in charge of health care in regard to treatments, injuries, first-aid, periodic health examinations and treatment by the camp physician and/or the local hospital.

Facilities

- There must be a designated location in every recreational camp which allows for quiet rest and isolation of sick and injured campers.
- A telephone or an emergency communication system must be available and readily accessible.

Medication

- A Medical Authorization form shall be filled out in the event of a camper requiring administration of personal medication. These records must be retained for two years following the final date of that year's camp and then confidentially destroyed, unless an Emergency/Serious Occurrence Form has been filled out, in which case, these records must be sent to the Safety Office with the Emergency/Serious Occurrence form. **see Appendix 3**
- Campers must bring personal medications to camp in the original pharmacy containers with readable pharmacy labels. All personal medications for campers are to be kept in a locked location and must be administered only by the appropriate individuals indicated on the Medical Authorization form.

Food Service

- Any provision of food must adhere to the requirements of the food handling procedures, services, cleanliness and sanitation measures of the Public Health Department.
- In the event that food is provided to campers, all menus shall be based on Canada's Food Guide and have a daily balance of whole-grain cereal foods; dairy foods; fruit; vegetables; and meat, poultry or fish. It is recommended that a dietician or nutritionist be consulted in menu-planning.

Overnight Camps

- Residential camps require supervision ratios as indicated in the "Leadership" section below. For overnight supervision, counsellors must be the same gender as those campers in their charge.
- Campers must be made familiar with the fire emergency procedures and the location of exits in their sleeping quarters.

Safety and Emergency Procedures

- A definite procedure shall be in place in case of emergencies. This includes: first-aid, parental notification, names and telephone numbers of doctors, nurses, hospitals and dentists to be called, and transportation procedure. Camp directors should be familiar with Policy 60, University of Waterloo Emergency Response. **see Appendices 4 and 5**
- Emergency telephone numbers must be posted by ALL telephones, or carried on-person in the case of cellular telephones. Recommended numbers include: fire department, UW Police, local police department, Health Services, physician on-call, ambulance, poison centre and Camp Director.
- A written fire safety plan must be in place and will include: the alarm system, the procedure to be followed by each staff member, the procedure to be followed by the campers, the person in charge, who reports to whom, how to account for everyone, place to assemble, and procedure for evacuation.
- Staff should practice a fire drill at pre-camp. Staff should also be familiar with: the location and use of all fire extinguishers, safe operation of propane tanks (if used), safe disposal of empty aerosol cans and the danger of careless use and storage of matches and inflammables.
- Incident forms must be completed after every incident of minor incident or injury [i.e., one which has not been treated by a health practitioner] and filed with the complete record pertaining to the injured party, in an accessible place with health and medical histories and anecdotal records of health treatment for two years following the final date of that year's camp, and then confidentially destroyed, unless an Emergency/Serious Occurrence Form has been filled out, in which case, these records must be sent to the Safety Office with the Emergency/Serious Occurrence form. (Confidentiality: The information on health and medical records is considered to be private and available only to the director, health care staff and camp director.) **see Appendix 2**
- Emergency/Serious Occurrence reports must be completed in cases which involve a death or serious injury [i.e., one requiring treatment by a health practitioner], a disaster, an alleged abuse or mistreatment of a child, or a situation where a child is lost for any extended period of time [i.e., more than one hour].

When there is occasion to fill out an Emergency/Serious Occurrence report, send a copy of the report immediately to UW Police (In person at the UW Police office in the Commissary Building, or by fax to: 519-747-4314).

Also notify the Safety Office of the occurrence within seven days by sending the original of the Emergency/Serious Occurrence report and attach the originals of the Indemnification and Release form, and any medical forms for that child and send them to the Safety Office. UW will retain these records for the full retention period, which is two years after the child turns 18. Any copies of these records retained by the camp should be destroyed confidentially two years following the final date of that year's camp. **See Appendix 4 & 5**

- Experiments or processes involving hazardous materials such as chemicals or laboratory equipment require annual approval from delegate of the sponsoring Faculty. Detailed procedures for each experiment or process outlining the measures to prevent injury including Material Safety Data Sheets shall be retained by the Camp at the event location and in Camp records in a location accessible after hours to UW Police.

Facilities & Equipment

- Broken steps, windows, electrical fittings, etc., shall be reported to UW Plant Operations to be repaired without delay, bearing in mind the safety of the users at all times.
- Broken equipment must be withdrawn from use until it is repaired. Sufficient usable equipment must be maintained at all times to carry out the camp program as advertised in the camp's brochure.
- Facilities must be available to continue the program and protect campers and their equipment in the event of bad weather.
- In order to improve risk management, staff must be made aware of potential hazards in the area around camp. They include: water courses, railways or public roads.
- Power tools and electrical equipment must be used only by experienced personnel and shall be stored in a safe, supervised area.

- Materials and equipment in all facilities (including, but not limited to: scientific laboratories, computer rooms, and engineering shops) must be operated by experienced and trained personnel and shall be handled in an appropriate and safe manner.

Leadership

- Directors should be familiar with human rights legislation.
- There shall be a person who will be delegated authority in the absence of the camp director.
- It is required that day-camp counsellors have completed Grade 10 (or equivalent).
- All camp volunteers 18 years of age or older who may have direct contact with children must have criminal checks completed. It is recommended that all camp staff have criminal checks completed.
- New staff applicants should be asked if they have been associated with another camp or children's organization. (If yes, every effort should be made to obtain a written or oral reference from that source.)
- References must be checked and comments kept on file.
- The camp shall have a set of written personnel policies and practices outlining acceptable staff behaviour. At no time shall one staff member be alone with a camper, and no staff member may conduct private activity with a camper in a closed or private area. Washroom procedures meeting those rules must be in place.
- A staff manual is essential for the well-rounded operation of the camp as well as for minimizing risks. It should contain: a history, map, philosophy, staff organization, job description, policies, emergency procedures, activity concerns and limitations and may also include program ideas, leadership techniques and resource material.
- Ratios: Adequate supervision for the care of all campers must be assured. Younger campers require more attention and thus a lower camper:staff ratio.

Day Camps: Children five years and under shall have at least a 6:1 ratio, those six and seven years shall have at least a 8:1 ratio, and those eight years and older shall have at least a 10:1 ratio.

Overnight/Residential Camps require increased supervision. Children five years and under shall have at least a 5:1 ratio, those six, seven and eight years shall have at least a 7:1 ratio, those nine through eleven years old shall have at least an 8:1 ratio, those twelve through fourteen years old a 9:1 ratio, and those fifteen and older shall have at least a 10:1 ratio.

Programs

General

- Safety rules and procedures shall be in place for all identified programs and both campers and staff have been made familiar with them before participating in that activity.

Day / Field Trips

- A trip plan must be written and will include the names of participants, route, points of medical access, contingency plans. Several copies should accompany each trip, and one should be left at the main camp.
- Supervision on day trips should be significantly increased. Not only are the children away from the securities and routines they are used to, but the burden on staff to meet the campers' needs increases as well.
- The trip leader must be at least 18 years of age. There must be an assistant leader who is skilled enough to assume responsibility in an emergency. Both leaders must be familiar with first-aid and the trip plan.
- The trip leader should participate in pre-trip research and be familiar with the proposed route. He/she should also be briefed and made aware of the limitation of the campers and counsellors on the trip.
- There must be a procedure in place in case of a missing person, and the leader must be fully aware of it.
- The trip leader must ensure that no one goes out of sight. The use of the buddy system is encouraged for trips away from the UW campus.

- There must be a suitably stocked first-aid kit, with all medications clearly labelled, properly secured in an accessible day pack.
- The trip leader shall be responsible for supervising the taking of personal medication and must record it. Personal medications belonging to campers must be handled in the same way as at camp, and shall be carried by the trip leader. The trip leader must be instructed in carrying and administering all personal medications.

Sports Camps

- Full equipment, as appropriate must be worn by all campers and staff. All equipment worn must meet the safety standards as defined or endorsed by the Canadian Standards Association.
- At least one qualified person trained in first-aid must be in the area at all times. A first-aid kit must be immediately available.
- Surfaces (e.g., ice, field) should be free from hazardous conditions.
- At least one staff member must be in a supervisory role at all times.
- Dressing rooms should be supervised when campers are present.

Administration

General

- Camp directors shall two weeks in advance of camps shall notify Health Services, Safety Office and UW Police outlining; schedule, location and camp managers day and after hours emergency contact information.
- Parental consent must be obtained for use of pictures involving campers for publicity/advertising and registration materials. **see Appendix 6**
- Parental consent must be obtained for field trips or specific activities not described in the registration materials that will take the children off UW property.
- All staff are required to adhere to the Legislated Reporting Requirements of Child and Family Services Act and shall report as required. **see Appendix 7**
- The registration form must contain all important information about the child and written consent of the parents or guardian for camper attendance and participation in camp activities. **see Appendix 8, and information in Appendix 1**
- There must be a well thought out process to ensure the safety of every camper. This includes efficient daily record keeping from drop-off to pick-up as well as written procedures that address the issue of who is authorized to pick up the child. **see Appendices 9 and 10**
- Incidents (lost individuals, medical problems, injuries or behavioural difficulties) shall be documented including statements of witnesses and persons investigating the incident.
- The camp must have written procedures for the follow-up to serious injury, illness or death.
- Parents must be notified that they must inform the camp should any changes occur in the person who will pick up or receive a camper.
- There must be a written budget.
- Food records shall include menus of all meals served.
- Buses rented for excursions or field trips must be booked through UW Procurement and Contract Services.

Insurance

- Camps must consult with the Manager, Investment and Insurance, (in the Finance department) to confirm adequate insurance coverage.
- Camps must review insurance coverage annually with the Manager, Investment and Insurance, Finance.

APPENDIX I

EMERGENCY INFORMATION

Name of Camp University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Child's Name: _____

Birthdate: _____

Home Address: _____

City: _____ Postal Code: _____ Home Phone: _____

Parent/Guardian's Name: _____ Bus. Phone: _____

Parent/Guardian's Name: _____ Bus. Phone: _____

Emergency Contact Person, if Parent/Guardian can not be reached:

Name: _____ Home or Business Phone: _____

Child's Health Card Number: _____

(Please note: Provision of OHIP Number is voluntary and will only be used for the provision of health care services for your child.)

Health Information: Does your child have any allergies, drug sensitivities or any other medical condition of which the Camp Director should be aware? If so, please specify: _____

Physician's Name: _____ Phone: _____

I, _____ am the legal guardian or custodial parent of the Participant. I hereby give my permission to the University of Waterloo, its officers, directors, servants, employees and agents to provide basic first aid or procure medical treatment for the Participant in case of injury or accident or otherwise by a nurse, doctor, hospital or clinic chosen by the University and/or its employees, agents. I agree to be responsible for any and all costs associated with such treatment.

Date: _____

Signature(s): _____

APPENDIX II

Daily Incident Report

confidential

Name of Camp University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

This form is to be completed within 24 hours of any minor incident or injury [i.e., one which has not been treated by a health practitioner]. It must be signed by the Camp Designate and/or parent/guardian on the day the incident occurred **or** was reported to camp staff.

Child's name: _____ Program: _____

Date of injury: _____ Time of injury: _____

Near / in what building the injury occur? _____

Describe how the injury occurred (equipment involved and other relevant information): _____

Type of injury: _____

First Aid treatment administered by: _____

Name of Instructor informing parent/guardian: _____

Time Contacted: _____

Parent was advised to seek professional medical advice? Yes ____ No ____

Witness to the injury and their position: _____

Instructors in charge and their position: _____

Other adults present: _____

Signatures:

Person completing report: _____ Date/Time: _____

Camp Authority/Designate: _____ Date/Time: _____

Parent/Guardian: _____ Date/Time: _____

APPENDIX III

Administration of Medication Authorization

Name of Camp
University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Camp: _____

9 Medication may be self administered by the camper

9 Medication must be administered by the Camp Designate

I, _____ authorize the administration of (name of medication) _____
_____ to (child's name) _____
for (reason) _____ by the Camp Director or a staff member designated
by the Camp Director.

Date medicine started: ____________ Date medicine started at Camp: ____________
(Month \ Day \ Year) (Month \ Day \ Year)

End Date: _____ Dosage: _____

Times of Administration:

- 1. _____ 2. _____
3. _____ 4. _____

Is refrigeration required? Yes ____ No ____ Special Instructions: _____

(e.g. "Must be taken with food.")

Side effects: _____

Stop medication if the following reaction(s) observed: _____

Has this medication been prescribed by a physician: Yes ____ No ____

If yes, prescribing physician's name: _____ Phone Number: _____

Parent/Guardian's Signature

Date

PLEASE FILL OUT FORM COMPLETELY

Prior to administering, medication must be authorized by Director, Supervisor or designate.

APPENDIX IV

PROCEDURES FOR EMERGENCY/SERIOUS OCCURRENCES

Name of Camp University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Definition of an Emergency/Serious Occurrence:

is any occurrence which involves a death, a serious injury [i.e., one requiring treatment by a health practitioner], a disaster, an alleged abuse or mistreatment of a child, a situation where a child is lost for any extended period of time [i.e., more than one hour].

Prior to the Start of Camp:

Camp directors should be familiar with Policy 60, University of Waterloo Emergency Response.

Emergency Protocol:

1. UW Police must be called immediately (Ext. 2222; off campus: (519) 888-4911). An ambulance may also be called (911).
2. The staff will report the occurrence to the Camp Director (or designate) immediately.
3. The Camp Director will ensure that those persons identified with knowledge of the occurrence remain until excused by UW Police.
4. The Camp Director or designate will contact the parents or guardian.
5. The Camp Director will complete the Emergency/Serious Occurrence Report within 24 hours of the occurrence and fax a copy to UW Police (519-747-4314).
6. The Camp Director will then send the Emergency/Serious Occurrence form, the Indemnification form, and other medical forms for that child to the **Safety Office**. That office will retain these documents for their full retention period, which is two years after the child turns 18. Any copies of these records retained by the camp should be destroyed confidentially two years following the final date of that year's camp.

Corrective Action:

Following a review of the occurrence, any follow-up action required will be the responsibility of the Camp Director.

APPENDIX V

Emergency/Serious Occurrence Report

CONFIDENTIAL

**Name of Camp
University of Waterloo**

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

This form is to be completed by the Camp Director within 24 hours of any emergency occurrence and faxed to UW Police: (519) 747-4314 send it to the Safety Office, with the Indemnification form and other medical forms for the child.

Name: _____ Program: _____

Date of occurrence: _____ Time of occurrence: _____

Where did the occurrence take place? _____

Describe the nature of the occurrence (other relevant information): _____

If there were injuries, list them: _____

If First Aid Treatment was given, who was it administered by? _____

Witnesses to the incident, and their position: _____

Instructors in charge and their position: _____

Other Adults present: _____

Other People notified: _____

Parents/Guardian notified by whom: _____

Date: _____ Time: _____

Corrective Action: _____

Signature of person completing report: _____

Date: _____ Time: _____

**Must be faxed to UW Police at (519) 747-4314.
Must be sent to the Safety Office, with the Indemnification form and other medical forms for the child.**

APPENDIX VI
PUBLICITY CONSENT

Name of Camp
University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

I, _____ hereby give permission for my child _____
_____ to participate in any publicity arranged for the _____
Camp through various media such as newspapers, online social media, photographs, television, slide presentations and videos. I understand that such material may become part of the University's archives.

Parent/Guardian's Signature

Date

APPENDIX VII

CHILD ABUSE POLICY & REPORTING PROCEDURES

Name of Camp University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Legislated Reporting Requirements

The following requirements are outlined in the Child and Family Services Act (CFSA) of Ontario. It is the responsibility of all camps to comply with legislation which can be found at <http://www.ontario.ca/>.

1. Responsibility to report a child in need of protection CFSA s. 72(1)

If a person has reasonable grounds to suspect that a child is or may be in need of protection, as defined by the Act, the person must promptly report the suspicion and the information on which it is based to Family and Children's Services.

2. Persons must report directly CFSA s. 72(3)

The person who has the reasonable grounds to suspect that a child may be in need of protection must make the report directly to Family and Children's Services. The person must not rely on anyone else to report on his or her behalf.

3. What are "reasonable grounds to suspect"?

You do not need to be sure that a child is or may be in need of protection to make a report to Family and Children's Services. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgement, would suspect.

Procedure for Reporting Child Abuse

If a staff member suspects that a child is in need of protection, they are to immediately notify the Camp Director to discuss the circumstances. The Camp Director will provide guidance and support to staff. The staff member who suspects the abuse will document all suspicions and contact the local Family and Children's Services directly him or herself, with the knowledge and support of the Camp Director. Following the report to Family and Children's Services, a serious occurrence report must be completed.

APPENDIX VIII

INDEMNIFICATION AND RELEASE

**Name of Camp
University of Waterloo**

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form. And see * below)

I, _____, hereby release and forever discharge the University of Waterloo* and its respective officers, employees, and agents from and against all claims, actions, costs, damages and expenses with respect to damage and/or bodily injury to my child as a result of his or her participation in the said " _____ [camp] _____ "

I understand that _____ [camp] _____ has a violence-free policy to ensure the safety of all participants. Any behavioural misconduct will result in immediate removal from this program, with no money refunded.

Having read and understood the indemnification and release form in its entirety, I declare that I hereby agree to be bound by the terms and conditions. Understanding the terms and conditions of this indemnification and release, I give my consent for the registrant to participate.

Date: _____

Signature: _____ Witness: _____
Parent or Guardian

APPENDIX IX

Daily Sign-in/Sign-out Report

Name of Camp
University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Date: _____

** indicates special information sheet for this camper*

Name of Camper	Person Signing		Additional Information e.g. Those who have permission to sign out
	In	Out	

Campers Absent	Parent/Guardian called	Notes

Supervisor

APPENDIX X

Daily Sign-in/Sign-out Report

Special Information Sheet

Name of Camp University of Waterloo

(where it is run out of an organizational unit of UW; where it is run by a separately incorporated organization (e.g., college, day care), the name of that organization, not the University of Waterloo should be on that form.)

Attach to the Sign-in/Sign-out Report

The following special information applies to the named camper:

Name of Camper	Additional Information
ex: John Doe	<i>Severe allergic reaction to peanuts.</i>