Health Care Services for Summer Camps

Health Care Coverage Staffing:
The athletic training staff at the College of William and Mary does not have responsibilities to summer camps. Individual staff members may make themselves available to work a camp on their own time. Each Spring an assistant athletic trainer will contact individual camp directors to discuss their desire to secure medical coverage of their camp. A proposal for health care service will be develop and the camp director must sign and return that proposal to the Assistant Athletic Director for Health Services by May 1. The arrangement of health care services for a summer camp is a complimentary service and the camp director may choose to secure health care coverage of their camp through other sources.

The transfer of funds for payment of health care services will occur at least two weeks prior to the start of a camp. In the event a camp is cancelled, the camp director must submit written notification to the assistant athletic trainer of such cancellation within three weeks of the scheduled start date of that camp. Failure to provide such notification will result in the camp being responsible for the payment of the staff salary.

It is recommended that each camp hire one athletic trainer for every 50 to 100 campers, depending on the nature of the camp activities. That ratio may decrease depending on the number of sites used and the drinking water demand of the camp. Compensation was determined by the degree of responsibility with the camp (on call status, available at set times in athletic training room, overnight duty in dorm, delivery of water to fields, and on field coverage) and the number of campers attending the camp.

The William and Mary athletic training facilities will only be available to William and Mary staff athletic trainers and for emergency care only. The facilities will not be available for daily treatments and rehabilitation of campers and camp staff.

Coordination of Care:
Campers should present a completed Health History form, including their health insurance information, upon arrival at camp. A recommended form will be provided to each camp director.

The Student Health Center is not available for care campers or camp staff. All medical care, outside of acute first aid provided by the camp staff, should be sought from Sentara Williamsburg Hospital or a local “Urgent Care” medical facility. Please understand that the counseling or coaching staff will need to be prepared to take and accompany campers to the medical facility as the need arises.

For those camps choosing to coordinate their own health service coverage, at a minimum the camp director must designate at least one camp staff member, who will reside in the dorm with the campers, who is certified in CPR and First Aid, to provide care for the camp participants.

Each camp should consider purchasing secondary accident insurance or clearly communicate to parents that the camp does not assume any responsibility for any medical bills generated from the care of an injury from camp.

Supplies and Equipment:
Cups will not be furnished. Each camp is responsible for providing cups or water bottles to the athletic trainer for the camp's use.
Coolers and ice will be furnished, upon request, to each camp directed by a William and Mary staff member. The filling, delivery and recovery of the coolers are the responsibility of the camp staff. That task may be delegated to the medical staff of that camp through the coverage agreement developed to the start of the camp. Coolers and ice will not be provided to camps that choose to secure health care coverage of their camp through other sources.

First aid supplies and kits will be furnished, upon request, to each camp directed by a William and Mary staff member. Subject to availability, a radio will be provided to the camp director to contact the medical staff. First aid supplies and kits will not be provided to camps that choose to secure health care coverage of their camp through other sources.

The Assistant Athletic Director of Facilities and Operations must authorize the use of motorized vehicles during camp.

**Inclement Weather**

This information will be the guide for decisions during all summer camp activities regarding inclement weather, specifically, lightning safety and the prevention of heat illnesses. The Camp Director has the responsibility to ensure that all camp staff members are aware, understand, and comply with these guidelines.

**Lightning Policy**

The odds of being struck by lightning are extremely low over the course of a year, and the odds are estimated to be 1 in 600,000. While the probability of being struck by lightning is extremely low, the odds are enormously greater when a storm is in the area and the proper safety precautions are not followed.

The keys to lightning safety are knowledge and prevention. Knowledge begins with the background information and physics of lightning. Prevention should begin long before any intercollegiate athletic event. The first preventative measure for lightning safety is to obtain a weather report each day before a practice or event. In this way, the coaching staff will be aware of the possibility of storms forming or moving into the area during the day. To make obtaining weather reports convenient, the Division of Sports Medicine has the ability to monitor the weather via the Internet. A "watch" means conditions are favorable for severe weather to develop in an area. A "warning" is more definitive. A "warning" simply means that severe weather has been reported in an area, and for everyone in that area to take the necessary precautions. Secondly, the coaching staff should be wary of the signs of thunderstorms developing nearby, which can become threatening in as little as half an hour. Lightning and thunder activity in the local area are the "wake-up alarms" for the coaching staff to begin monitoring thunderstorm activity, such as direction of movement and distance from the lightning flashes. The next measure for the coaching staff is to know where the closest safe shelter is to the field or playing area, and to know how long it takes to get to that safe shelter. Safe shelter is defined as:

A. Any sturdy building normally occupied or frequently used by people, *i.e.* a building with plumbing and/or wiring that acts to electrically ground the structure,

B. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible), with the windows rolled up completely, such as a car, bus, or truck, can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which transfers the lightning current around the vehicle.
The safe shelters for the various William and Mary athletic venues are as follows:

**Zable Stadium:** Locker rooms or building at large, **not** shower area!
**Plumeri Park:** Locker rooms or building at large, **not** shower area!
**Intramural Fields:** W&M Hall
**Mille West Tennis Facility:** W&M Hall
**Busch Field:** W&M Hall
**Dillard Practice Field:** Team vans and personal vehicles
**Adair/Rec. Center Pools:** Locker rooms or building at large, **not** shower area!
**Dillard Tennis Courts:** Team vans and personal vehicles
**Martin Family Stadium at Albert-Daly Field:** Team vans and personal vehicles
**Montgomery Practice Field:** Laycock Center
**Stimpson Throwing Area:** Team vehicle or W&M Hall
**Commons Tennis Courts:** Team vehicle or W&M Hall

Lastly, the coaching staff should be aware of how close lightning is occurring. The "**flash to bang**" method is the easiest and most convenient way to estimate how far away lightning activity is occurring. Simply stated, count the seconds from the time the lightning ("flash") is sighted to when the clap of thunder ("bang") is heard. Divide this number by five (5) to obtain how far away (in miles) the storm is occurring.

For practicality purposes, The College of William and Mary Division of Sports Medicine advocates the following policy on lightning for intercollegiate athletics outdoor or swimming pool activities:

1. If thirty (30) seconds or less are counted from "flash to bang" (*i.e.* the storm is less than six miles away), all outdoor and swimming pool athletic activity is to be stopped, and all people involved must leave the playing field or the swimming pool area to seek safe shelter. Even though a swimming pool is indoors, this does not insure safety; lightning travels very easily through bodies of water. Avoid using the locker room shower facilities for safe shelter, and **do not use the shower or plumbing facilities!** Lightning can travel through the plumbing and pipes of a building. It has been documented that people have been struck by lightning in the shower.

2. Stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as metal fences or metal bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field, and **do not** take shelter under a single, tall tree. Metal fences should be grounded in accordance with the National Electric Code.

3. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!**

4. If a person feels his or her hair stand on end, or skin tingle, immediately crouch, as described in item 3.
5. Allow half an hour to pass after the last sound of thunder or flash of lightning before resuming any intercollegiate athletics activity.

6. Do not use the telephone, except in emergency situations. A cellular phone or a cordless telephone are safe alternatives to a land line phone, if the person and the antenna are located within a safe shelter, and if all other precautions are followed. It has been documented that people have been struck by lightning while using a land line telephone.

7. People who have been struck by lightning do not carry an electrical charge. Therefore, lightning strike victims can be safely touched. It is only people that have been electrocuted by high voltage lines, and who are still in contact with those electrical lines that continue to carry an electrical charge. People that have been struck by lightning who show signs of cardiac or respiratory arrest need prompt emergency help. In documented cases of cardiac arrest following lightning strike, prolonged and aggressive cardiopulmonary resuscitation (CPR) has been shown to fully revive victims. All coaches are required to be certified in CPR and First Aid.

8. Pay much more attention to the lightning threat than the rain. It does not have to be raining for lightning to strike. Lightning can strike far from where it is raining.

The most important point to remember about lightning safety is comparing how far you are from safe shelter vs. how far away the lightning is occurring, and how fast the storm is approaching your location. People boating on a lake or ocean, or people on a golf course are probably a lot farther from safe shelter than most other outdoor events, such as football, baseball, or soccer games. Those people (or any one else who is at a considerable distance from safe shelter) should give themselves extra time to get to safe shelter, and may want to consider using a fifty second rule, rather than the thirty second rule. It should also be pointed out that if greater than thirty seconds are counted from “flash to bang,” and you feel you are still in danger of lightning, do not hesitate to get to safe shelter.

The onus of removing a team or individuals from a field or competition site in the event of dangerous and imminent lightning activity is incumbent upon the coach supervising the activity, since the safety of any team or student-athlete is ultimately rests with the coach. With the information presented in this policy, the coach supervising the activity has the information needed to make an intelligent and safe decision regarding removal of a team or individuals from a field or event site. Lastly, any individual who feels he or she is in danger of a lightning threat, has the right to leave the field or event site to seek safe shelter.

Prevention of Heat Illnesses
General conditioning provides only partial heat acclimatization. Every coach has the responsibility of designing practice schedules so that campers will be exposed gradually to hot and/or humid environmental conditions over the duration of the camp. Each exposure should involve a gradual increase in the amount, intensity, and duration of exercise undertaken over a period of days. If heat conditions are extreme (see below), practices or competitions should be held at a cooler time of the day.

When protective gear and clothing are worn, frequent rest periods should be scheduled so that the gear and clothing can be loosened to facilitate evaporation of sweat and other modes of heat loss. During the acclimatization process, it is advisable to use a minimum of protective gear and
clothing and to practice in T-shirts, shorts, socks, and shoes. Rubberized suits are not recommended.

It is the responsibility of every coach to obtain information pertaining to the environmental conditions prior to each practice. The athletic training staff can determine air temperature and relative humidity and will have guidelines to follow for each zone of risk:

**Extreme Heat Advisories:**

A. **When in the "ALERT" zone:**
   1. Special observation and considerations will be given to athletes susceptible to heat problems (athletes overweight or underweight due to water loss, history of previous heat illness, and athletes who normally reside in cool, dry climates).
   2. Cold water should be easily accessible before, during, and after each activity.

B. **When in the "DANGER" zone:**
   1. There should be several 5-10 minute rest/water breaks for activity lasting over one hour with a maximum of 30 minutes between each break.
   2. Activities should be conducted during the coolest part of the day (before 10:00 a.m. and after 4:00 p.m.).
   3. Decrease the intensity of activity and utilize loose, light colored clothing.

C. **When in the "EMERGENCY" zone:**
   1. Practice must be postponed or conducted in shorts in addition to previous precautions.
   2. Increase breaks to every 15 minutes and encourage unlimited water availability.
   3. Decrease the intensity and duration of activity.

Each coach must insure that cold water is readily available to all campers prior to, during and after activity. Dehydration must be avoided because it hinders performance and can result in profound and dangerous heat illness. Campers who experience diarrhea, fever, and/or vomiting must be removed from participation due to the increased risk of heat illness.

Campers should be encouraged to drink as much and as often as they comfortably can. If carbohydrate-replacement solutions are utilized, then care must be taken to ensure adequate gastric emptying of the fluid. Therefore, carbohydrate concentration should not exceed eight percent. Electrolyte solutions are not needed and salt tablets should never be used. Salt balance can be maintained with a normal diet.

Campers should be encouraged to rest in the air-conditioned dorms between sessions and eat well-balanced meals.

**Health Care Services**

**Responsibilities:** To provide acute care and first aid treatment of injuries and illnesses to campers that occurs during the camp.

**Check In:**

1. Conduct check in by collecting:
   a. **Camper Information Form**
If anyone shows up with any information missing, or if it is not signed by a parent, the parent or chaperon will need to complete the form while at check-in. Look over this form as parents bring their child through check-in and ask questions of the parent--especially about asthma or allergies!! Ask the parent if they have any questions, comments, concerns at this time or if any new injuries/illnesses have come-up since they sent the form.

b. Medications--One licensed athletic trainer will be responsible for medication administration during the week. This person will be responsible for entering the medications and the doses onto the drug log. This person will also gather any details about the medication. Parents are not required to leave medications with us if they think their child is capable of self-administration. Do inform them, though, to instruct their child to keep the medication out of reach of the other campers. We will have a refrigerator at our disposal for medications that may need to be kept cold. We ask that each child who is on meds while at camp come to us during prep-time for their meds. If the child forgets, it is your responsibility to find that camper--either at the team meeting or at the field. When a child has an **Anakit or EpiPen**, it is up to the parent to decide how to handle it and instruct us at check-in. It is our preference, however, that the child be instructed to keep it on them at all times and if it is ever needed, **any** camp staff member who is close-by will be able to find it. If a staff member were to keep it, that person may not be where the emergency is. The same goes for a camper who requires the use of an **inhaler**.

2. The camp director may also ask you to talk to the campers at the first meeting about health concerns. You should be prepared to talk about the following subjects:

--We offer injury care, first aid and referrals to physicians in emergencies. Our room number is ____, and we will be there most of the time that they are in the dorm. They should come find us if they have a problem

--Prep time will be 45 minutes until 15 minutes before each session. If they need blister care, taping, meds, etc. they should come to the dorm training room at that time.

--Stress the importance of staying well hydrated--drinking 8-12 cups of water each day in addition to what they drink at the field. Also, no soda at meals--caffeine depletes hydration and one actually need to drink even more water to make up for it. Juice, milk and water are readily available at the cafeteria and make much healthier choices for maximal performance on the field.

--It is also very important to eat good portions at every meal. The cafeteria offers a hot entree line in addition to a salad bar, cold sandwich bar and a wide variety of cereal, bagels, etc. Let them know that they may not find what they want on the hot line, but to keep going, there is a lot more around the corner.

--Shoes must be worn at all times when outside of the room.

You may have some pet rules to add, as well.
**Field Management:**

3. Carry a kit with first aid supplies, bandaids, ace wraps, etc. Also bring a cooler of ice bags. We can't give away our crutches, but you may want to take a pair to allow temporary use. The campers are all minors and cannot be given any medication without proper permission (see the Camper Information Form for signed permission). Only the licensed athletic trainer will give out over the counter (OTC) medications and only if the permission was granted on the Camper Information Form.

4. Keep a list of campers that have current medical problems (e.g. bee sting, allergies) in your kit. Know where you can get the medical release forms if the camper needs medical attention. Every camper must have a medical release form on file.

5. Drive all vehicles (vans, golf carts, etc.) in a safe manner at all times. All accidents must be reported to the staff athletic trainer immediately--and Campus and/or State Police. Adhere to ALL traffic and parking regulations. There are very specific, complicated procedures that must be followed when a state vehicle is involved in an accident or parking violations. Refer to the cards taped into each vehicle. And, **Be Careful!!!**

6. Know where to locate a phone in case of a medical emergency. Keep a radio with you to call for assistance. Call the William and Mary Hall athletic training room via radio for someone there to contact campus police. You can also reach Campus Police directly through the radios. If necessary, state your name, position, and that you are trying to reach Campus Police. Their dispatcher monitors our frequencies and will respond.

7. In case of an orthopedic problem that needs a physician's care stabilize the condition the best you can (splinting, etc.). If the condition is an emergency, direct the coach and camper to the Williamsburg Community Hospital Emergency Room or an “Urgent Care” facility. A camp counselor must accompany the camper to the medical facility if the primary health care provider must remain to cover the rest of the camp. If the licensed athletic trainer is available, then they will assist in whatever manner possible. The Student Health Center is not available for any care to campers or camp staff. Make sure the medical consent and insurance forms accompany the camper to the medical facility.

**Referral Procedures**

8. A camper’s insurance information, which is included on the Camper Information Form, should accompany any referrals.

9. If in doubt as to transporting the camper, or if there is an emergency, have someone call the rescue squad.

10. Keep all paperwork (injury report forms, treatment log, and drug administration log) up to date.

All injuries should be reported to the Camp Director daily. If a camper misses a practice due to an injury or illness, an injury report form must be completed. As a rule-of-thumb, if a camper misses more than a total of two sessions of activity; the **staff** certified athletic trainer needs to communicate with their parents.
Supplies:
11. Always sign out any item borrowed such as aces and crutches and collect supplies at the end of camp or when the camper no longer uses the item. Technically, it is a recruiting violation to give away these supplies. Emphasize to the camper that these supplies need to be returned prior to their departure.
12. There will be a fee for the use of any equipment and supplies. The Assistant Athletic Director for Health Services will determine the fees. Cups will not be furnished. Each camp is responsible for providing cups to the athletic trainer for the camps use.
13. The William and Mary athletic training facilities will only be available to William and Mary staff athletic trainers and for emergency care only. The facilities will not be available for daily treatments and rehabilitation. The use of therapeutic modalities (i.e. whirlpool, hydrocollator pads, ultrasound, etc.) may not be used during any camp.

Staying in the dorm:
14. There will be one health care provider on-call in the dorms whenever the campers are off the field. The health care provider on-call should have ice and first-aid supplies in the dorm and must be available during their shift. Have the camper communicate with the counselor on their floor to take them to the athletic trainer if they are having a problem. Post a red cross on your door along with your hours at the dorm.
15. You are responsible for kits, coolers, supplies, etc. that you are utilizing. Please make sure they don't walk off or are left out to disappear.
16. Eat all meals in the on-campus dining facility with the campers.
17. There is to be no alcoholic beverages or intoxication in the dorm during camps. You are expected to adhere to the rules of the camp and the dorm. If not on duty, be in the dorm no later than midnight.
18. The first aid room at the dorm will be open 45 minutes before each session for any preparation campers might need. Taping, blister care and the like should be taken care of at this time so no one will be late for a session. This room closes 15 minutes before each session so that we can set up the water, ice, etc. at the fields. We are there most other times for emergencies as well, but this is the best time for session preparation. This is the time any camper who needs meds should come to the dorm training room to get it.

Post Camp Clean up:
Before departing at the conclusion of the camp, you must make sure that:
1. All coolers are returned, clean, dry and properly stored.
2. All paperwork and injury reports are properly completed, mailed and filed in the appropriate location.
3. All vehicles are cleaned out and parked appropriately. Gas level noted.
4. All supplies and equipment is accounted for, broken down and stored appropriately.

Licensed Athletic Trainer Responsibilities for Summer Camps
In addition to the athletic training duties as above:

- Conduct staff orientation and supply staff notebooks includes:
  - injury report forms
  - treatment log
  - drug administration log
  - outline of staff duties

- Coordinate and attend check-in to collect and review health-related camp forms
  - Camper Information forms
  - Collection of medications

- Coordinate check-out process for camp
  - Review camp health / injuries with parents
  - Review Insurance procedures with parents along with giving them an insurance packet.
  - Return of medications

- Coordinate and supervise student aides
  - scheduling of daily set ups and breakdowns of fields, time-off, dorm duty
  - reviewing documentation
  - following up with injuries each session

- Reside in the dorm
  - coordinate care for injuries/ illnesses

- The certified athletic trainer will be the only representative of athletic training to call parents in case of an injury, illness or emergency.

- Staff will make themselves visible with each camp, ie. talk with camp director each day to report injuries or any other issues as they crop up, assist in daily set-ups at the field, perform evaluations of injuries at the dorm, etc.

Back-up, William and Mary staff Athletic Trainer's responsibilities for Summer Camps

- Provide coverage for the "on-call" camps during the time you are assigned
- Provide supervision to the student aides assigned to the "on-call" camps.
- Maintain a consistent schedule in the athletic training room to assistance to the camp staff during the "peak" times of the day.
- Be available via radio, pager and/or cell phone during camp to answer any questions that the ATC, student aides, parents, coaches, etc. may have. Assist in any way possible.
- In the event of inclement weather, monitor the weather on the computer in the athletic training facility and maintain communication with the camp staff to provide them with weather updates.