

CHILDREN'S ONCOLOGY CAMP ASSOCIATION



OPERATION STANDARDS

Updated: October 2021

SCOPE OF THESE STANDARDS

The intent of these standards is to educate COCA member organization staff and volunteers regarding medical and psycho-social foundational practice principles when planning and operating a pediatric oncology camp program.

In the development of these standards the COCA Gold Ribbon Committee acknowledged that member organizations operate in creative and diverse ways. Even though the common thread of COCA camps is providing care and support to children with cancer, programs include adolescent/young adult survivors, siblings and families in their community of supportive care. In addition, programs use one or a combination of delivery models to achieve their outcomes from traditional overnight resident camps, day camps, family camps, travel/excursion camp and in-hospital recreational-therapeutic experiences as well as a variety of duration.

Similarly, COCA organizations find creative locations in which to provide activities. Some programs own their facilities, some rent or lease facilities with or without program staff, while other camps use donated facilities, hotels, and resorts or utilize government owned parks and wilderness lands.

It is the intention of the COCA Gold Ribbon Standards to be a dynamic and continually updated document. One that will be reviewed regularly by a team of oncology camp providers & oncology medical and psychosocial health care providers with the intent to include relevant innovations, developments and advances in pediatric oncology medical treatments and psychosocial care.

These standards are not intended to be a “how-to” guide for the operation of a pediatric oncology camp, but instead are intended to help staff, volunteers and camp organizations educate themselves in vital areas specific to their setting, population and pediatric oncology practice and to document their policies and procedures in providing beneficial and safe medical and psychosocial experience for their camp.

These standards are intended to be used in conjunction with an outside verification process, not to judge camps’ practices or policies, but to allow objective verification so as to add credibility to the Gold Ribbon Camp status to parents and the health care partners and donors.

WHAT THESE STANDARDS DO NOT COVER

In the development of these standards many areas of practice were omitted. The committee felt that the expertise of the association was best placed in the realm of medical and psychosocial support. Through the process the committee recognized that many vital and important practices of general camping industry and not-for profit management already exist. Therefore it's a **STRONG RECOMMENDATION** of the COCA Gold Ribbon Committee that in addition to COCA-I Gold Ribbon Operation Practices, each camp should hold accreditation from a camping industry association and meet or exceed all local, state /provincial and governmental regulations in the following areas:

CAMPING INDUSTRY BEST PRACTICES

- Business Operations
- Human Resources
- Facility Operations
- Transportation
- Program Design and Delivery

Camp Industry Accrediting bodies:

American Camp Association - <http://www.acacamps.org/staff-professionals/accreditation-standards>

Canadian Camp Association - <http://www.ccamping.org/about/accreditation/>

Ontario Camps Association - <http://www.ontariocampsassociation.ca/about/standards/>

Camp Association of Nova Scotia & Prince Edward Island - <http://canspei.ca/accreditation/>

British Columbia Camping Association – <http://www.bccamping.org/camp-professionals/accreditation/>

Alberta Camping Association - <http://www.albertacamping.com/about-standards-accreditation>

Saskatchewan Camps Association - <http://www.saskcamping.ca/accreditation.htm>

Additional Resources for Not-for-profit Best Practices:

NOT-FOR-PROFIT INDUSTRY BEST PRACTICES

- Governance
- Finance & Accounting
- Human Resources
- Volunteer Management

Center for Nonprofit Management - <http://www.cnm.org/>

Non Profits first - <http://www.nonprofitsfirst.org/?page=Accreditation>

Standards of Excellence Institute - <https://standardsforexcellence.org/accreditation-and-recognition/>



COCA and COCA Gold Ribbon Committee would like to thank Care Camps for their expertise and continuing financial support in the development of these standards and COCA Gold Ribbon Accreditation Program support.

COCA Member Camp
Gold Ribbon Accreditation Inventory Work Sheet

COCA Member Camp Name _____

Date: _____

INSTRUCTIONS: Check the box for those activities/ services that are offered as part of the Camp program. Only check those activity/services that apply.

Definitions:

COCA CAMP PROVIDED: Indicate activities or services offered by the COCA member camp which retains the direct oversight, control and/or personnel to provide the listed activity or service. This includes activities or services by volunteers or donors directly to the COCA member camp.

PROVIDED BY OTHER: Indicates activities or services provided under the direction, control, oversight and/or personnel of ANOTHER. ANOTHER could include a camp facility, company, organization or individual, and is rented, leased, hired or donated.

ACTIVITY / SERVICE	COCA CAMP PROVIDED	POVIDED BY OTHER
HEALTH CARE SERVICES		
Policies & Procedures		
Health Care Personnel		

CAMPER SUPERVISION		
Cabin Counselors		
Activity Counselors		
Counselor Support Staff		
Child Protection screening		
Training and supervision		

SITE & FACILITIES		
Building code compliance		
Sleeping areas		
Fire Safety Systems		
Electrical systems		
Sewage / Waste disposal		
Drinking water safety		
Emergency shelter/evacuation plan		
Toilets, shower handwashing facilities		

FOOD SERVICES		
Menu planning		
Food handling/holding		
Preparation supervision		
Cleanliness and sanitation		

CAMPER TRANSPORTATION		
To and From Camp		
To Activities		
Emergency Transportation		

ACTIVITY DELIVERY		
Archery		
Arts & Crafts		
Backpacking		
Bike Riding		

Boating (sailing, row, power)		
Camp Skills (fire building, axe use)		
Canoeing/Kayaking		

ACTIVITY / SERVICE	COCA CAMP PROVIDED	POVIDED BY OTHER
Drama/ Play Production		
Ceramics		
Dance		
Fishing		
Climbing/ Rappelling		
Go-Karts/ ATVS		
Hiking		
Horseback Riding		
Martial Arts		
Music		
Nature Awareness		
Paint Ball		
Photography		
Out of Camp Trips		
Ropes Course		
Riflery/BB Guns		
Sports/ Games		
Swimming		
Wood working		
List others:		
Operating procedures		
Safety & Emergency procedures		
Supervision ratios		
Equipment size and safety		
Participant orientation		
Activity counselor skill certification / experience		
Activity area access and equipment control		
Activity environment safety		

For compliance on COCA Accreditation Standards 1.0

For all activities and services indicated as provided by the **COCA MEMBER**, the Camp must provide documentation of accreditation from a recognized camping association OR documented evidence that EACH Activity and Service meets criteria of local operation jurisdictions (health department, licensing agency, etc.), and/or written descriptions of each program operation procedures.

For all activities and services indicated as provided by **OTHER**, the Coca Member Camp must provide documentation of accreditation by OTHER from a recognized camping association OR documented evidence that EACH Activity and Service meets criteria of local operation jurisdictions (health department, licensing agency, etc.), and/or written descriptions of each program operation procedures.

Children's Oncology Camp Association
Gold Ribbon Visit Worksheet Report

Camp _____ Date of Visit _____

Standard	Title	Document Seen	Document Not Seen	Observed in Practice	Visitor and/or Director Comment
GENERAL					
1.1.A.	Program Operation Accreditation				
1.1.B.	Program Operation Procedures				
CLINIC AFFILIATION					
2.1	Cooperation with Health Care Providers				
ADMINISTRATION					
3.1	Mission Statement				
3.2	Parent/Agency Information				
3.3	Admin & Program Accountability				
3.4	Evaluation Process				
3.5	Professional Liability Coverage				
3.6.i.	Confidentiality Policy				
3.6.ii.	Child Protection Training				
3.6.iii.	Staff and Camper Privacy				
3.7	Camper Intake/ Application				
STAFFING					
4.1	Staff Training				
4.2	Guest and Staff Orientation				
4.3	Health Care Policies				
4.4	Staff/Volunteer Medial History				
HEALTH CARE					
5.1	Camper Eligibility				
5.2	Health Care Protocols				
5.3	Medical Emergency Plan				
5.4	End of Life Orders				
5.5	Accidental Death				
5.6	General Health Practices				
5.7	Personal Hygiene Procedures				
5.8	Pharmacological Inventory				
5.9	Medical Administration				
5.10	Record Retention				

5.11	Treatment Protocols				
PSYCHOSOCIAL SUPPORT					
6.1	Mental Health Professional				
6.2	Communication in case of death				
6.3.1	Memorial Service				
6.4	Graduate Campers				

Visitor Name _____

Email _____

Visitor Signature _____

Phone _____

Visitor Name _____

Email _____

Visitor Signature _____

Phone _____

Director Name _____

Email _____

Director Signature _____

Phone _____

Date _____

Additional Visitors / Directors comments from please use additional pages:



PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS DEFINITIONS

“Accredited Recognized Camp Association” involves an objective external group who examines a camp’s operation documentation, program delivery and facilities to ensure it meets the standards published by the accrediting body. Examples of accrediting bodies are American Camp Association (ACA) Canadian Camp Association (CCA), Ontario Camp Association (OCA), Alberta Camp Association, British Columbia Camping Association (BCCA), Camping Association of Nova Scotia and Prince Edward Island (CANSPEI), Manitoba Camping Association and New Brunswick Camp Association (NBCA).

“Camp” – identifies the COCA-I member organization.

“Campers” – Includes pediatric oncology patients and survivors, siblings and parents of pediatric oncology patients that participate in programs.

“Guest” – includes any person invited by the member camp organization visiting or observing the camp’s activities, participants and /or staff.

“Health Care Provider” – a doctor of medicine, registered nurse, nurse practitioner, clinical psychologist, or a clinical social worker who is authorized to practice by the State and performing within the scope of their practice as defined by State law

“Licensed Independent Professional” Medical Physician, (MD) Nurse practitioner (NP), Clinical Social Worker (CSW) qualified by education, training, licensure/regulation (when applicable) and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service.

“Programs” – identifies all activities conducted by the COCA-I member organization (e.g. Resident Camp, Day Camp, Family Camp, Retreats, off-site trips, Out Trips (i.e, Backpacks, river raft excursions, etc.), and in-hospital programs.

“Site / Facility” – identifies the property and buildings used to conduct COCA-I member organization programs. Site/Facilities can be owned by the Camp, rented, leased and/or donated for purpose of conduction COCA-I member organization Programs.

“Staff” – includes paid and/or unpaid human resources that are hired, trained and directly supervised by the camp; may be seasonal or year-round, full or part time.



MODULE I PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

1.0 GENERAL

1.1 Does the member camp offer programs and facilities that meet organized camp operating standards?

- A. The member camp is accredited by a recognized camp association, or Yes No
- B. Provides **written description** of operating procedures that describe the program of organized and supervised activities in the following areas that apply: Yes No
- **Staffing procedures – (volunteer or paid) including screening, criminal background history, training (including abuse prevention), skill verification, Staff to participant ratios.**
 - **Supervisor qualifications, verification & training (i.e., Camp Director, Unit Heads, Head Cabin Counselor)**
 - **Aquatic activity supervision including training, certifications and experience**
 - **Program equipment management for each activity including Inventory control, Maintenance, Safety inspections.**
 - **Safety procedures for each activity**
 - **Emergency procedures specific for each activity.**
 - **Site Emergency procedures (Non-medical)**
 - **Transportation Safety**

And provides evidence or written description of the following site and facility operations that apply:

- **Providing adequate amounts of safe drinking water**
- **Appropriate sleeping accommodations**
- **Adequate handwashing, toileting and shower facilities**
- **Food services meeting local health department regulations procedures**
- **Adequate trash removal**
- **Appropriate vector control plans**
- **Swimming pool facility meets federal and local standards**
- **Safety plan for use of any pool, lake, stream, river or the ocean**



COCA-I Gold Ribbon Program

Version: October 2021

Intent: To ensure the safety of campers and staff in all aspects of camp program and facility operations. COCA-I Accredited Camps are required to meet accepted camp operation standards by holding accreditation by a recognized camping association OR evidence the camp meets criteria of local operation jurisdictions (health department, licensing agency, etc.), and/or written descriptions of each aspect of program and facility operation.

RESOURCES: COCA-I GOLD RIBBION ACCREDITATION INVENTORY WORK SHEET
Appendix Standard 1.1 for Section B. guidance

Compliance: Proof of accreditation and/or written evidence the camp meets criteria of local operation jurisdictions (health department, licensing agency, etc.), and/or written descriptions of each aspect of program and facility operation.





MODULE II PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

2.0 CLINIC AFFILIATION

2.1 Does the Camp operate in cooperation with the campers' oncology health care providers?

Intent: The intent of the standard is for camps to foster a relationship(s) with nearby pediatric oncology facility(s) and providers. Demonstration of "cooperation" could include

- Camp Medical Advisory Committee including pediatric oncology health care providers of campers,
- Letter of support from pediatric oncology center that refers campers ,
- Documented Relationship with an on-call pediatric oncology physician,
- System of communication with camper's health care providers,
- Camp health care medical volunteers from camper's pediatric health care center(s),
- Potential camper outreach and recruitment efforts supported by nearby pediatric oncology center and/or pediatric oncology health care professionals

Compliance: Director Written explanation or documentation of the types of operating cooperation with pediatric oncology health care providers.



Yes

No



MODULE III PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

3.0 ADMINISTRATION

3.1 Does your Camp have a well-defined written mission statement that guides your program development and/or service delivery and reflects the unique needs of the population being served?

Intent: A well- defined written mission statement can be the guiding philosophy upon which your program is focused. It can help direct efforts to the target objectives and communications to parents, staff, medical partners and the community.

Compliance: Copy of written Mission Statement

Yes

NO





3.2 Are parents and referring agencies (i.e. Hospitals) provided with sufficient information to judge whether the experience is appropriate one for their children?

Intent: As more camps are developed with differing philosophies, it is becoming more important to inform parents of what to expect from your program. This way parents can make informed choices on the type of program they may want to send their child to. Information that it is important to pass onto the parents includes an explanation of medical staffing and facilities; description of staff structure, qualifications and ratios to campers and outlines of activities campers will participate in.

Tools that can be used to convey this information include:

- Camp brochure
- Letter to parents
- Video available at clinics
- Open house days at camp
- Parent's information nights at the hospital
- Referrals to parents whose children have attended camp previously
- Referrals to the campers themselves

Compliance: Copies of parent/hospital communication explaining programs offered.

Yes

NO





3.3 Is there an understood administrative & program structure within the Camp organization to ensure accountability?

Intent: A written organizational chart is available to all camp staff and job descriptions clarify and define roles and responsibilities as well as reporting relationships in sufficient detail.

Compliance: Copy of written organizational chart.

Yes

NO





3.4 Does the Camp have an evaluation process that receives input from staff, campers, parents, health care personnel?

Intent: To ensure that the program is receiving direction from those who understand the needs of the campers. Camp may or may not decide to include donors and other stakeholders. Input could include:

- Surveys,
- Focus Groups,
- Advisory or Planning Committees,
- Other Stakeholders (e.g. donors, volunteers)

Compliance: Copies of surveys, advisory committee membership & minutes.

Yes

NO





3.5 Does the Camp have or provide professional liability coverage (medical malpractice) or require documentation from medical staff of proof of professional liability coverage that includes providing medical service for camp programs?

Intent: Liability is becoming more and more of an issue in the area of camping. Camps must try to limit their exposure as much as possible. The oncology Camps is responsible for attending medical health care practice during programs and for any consulting and/or on-call medical professional medical services. Professional liability Insurance coverages, exclusions and limits vary by state, province and positions. It is important that the Camp explore their potential risk exposure and options for insurance coverage to limit exposure.

Compliance: Copies of professional liability insurance policy including health care professionals.

Yes

NO





3.6 Does the Camp have a written policy regarding:

- i. Confidentiality and information sharing that is trained, understood, and practiced by all staff?
Yes No
- ii. Is there established training and processes in place to meet child protection laws?
Yes No
- iii. Does your camp have a policy that requires prior permission before publishing or distributing staff or camper address lists?
Yes No

Intent: Camper confidentiality and information sharing policies should cover both information given to the camp by health care professionals and parents and information that campers share with staff. Each camp needs to determine who will have access to camper information files. Staff needs to understand what a breach of confidentiality is and what information needs to be passed on to supervisors.

Compliance: Copy of written confidentiality and information sharing policy and explanation of how policy and procedures are communicated to staff AND written copy or explanation by director of procedures when information is shared that meets child protection laws.





3.7 Does the Camp have a comprehensive camper intake and/or application process that includes the following:

- Health History
Yes No
- Psycho-social history
Yes No
- Appropriate releases - including publicity, emergency treatment release, liability release, appropriate self, parent or guardian consent for participation in camp activities, appropriate health care professional's recommendations/restrictions
Yes No
- Picture for identification
Yes No

Intent: To ensure that the camp has adequate information to ensure the safety of the camper and deal quickly with incidents as they arise while they are in the camp's care. Health History information should be requested for ALL Campers – including patients children, sibling children, adult children and parents.

Psycho-social histories often ask for information such as camper fears, behavior patterns, recent losses - death and divorce, questions they may have been asking lately, sibling rivalry, emotional status, and involvement in psycho-therapy or other support programs.

Understanding where the patient child is in processing the disease can be used to match them with the most appropriate of volunteers. A key area to inquire about is behavior. If specific behavior patterns can be anticipated and planned for, the staff person working with that child will be in a much better position to make an impact.

Pictures on camper files serve several different purposes including: allows medical staff to identify and learn camper names quickly, provides for added security during camper release to parent or guardian, and in the event of a missing camper a picture is readily available. If a camp uses pictures of the children in promotions or fundraising, then it is important to obtain consent from parents. When a parent does **not** consent to the use of photographs of their child, a process must be put in place to ensure that all photos containing that child are removed from circulation. This requires carefully screening all photographs and videos. Staff responsible for photography should be made aware of which children are **not** to be photographed so that they can be careful not to include them.

Compliance: Copy of camper intake documentation and/ or application.





MODULE IV PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

4.0 STAFFING

4.1 Does the Camp's require annual training of staff that includes the following components?

- Medical issues and needs of campers and staff responsibilities relating to camper medical care Yes No
- Psycho-social issues faced by campers - (e.g., Bereavement, Late effects, Fear of relapse, Survivor's guilt) Yes No
- Confidentiality relating to personal and medical camper information Yes No
- Sensitivity to personal care and privacy (e.g., ostomy, central lines, prosthesis, toileting, stage of illness, etc.) Yes No
- Proper lifting technique as it relates to provincial or state regulations Yes No
- Issues related to coping with illness and death Yes No
- Discussion about appropriate post camp communication/relationships with campers Yes No
- Universal Precautions Yes No
- Behavior Management (e.g., Proper/improper restraint, etc.) Yes No
- Modification of activities for the inclusion of campers with special physical/medical/cognitive/behavioral needs or accommodations for activity leaders Yes No

Intent: The above list of topics reflects the specialized training that is unique to working with children with special needs and in particular children with cancer and their siblings.

Compliance: Documentation of staff training curriculums and or schedule.





4.2 Does the Camp provide information, orientation and/or training for all staff and guests?

Intent: As a Camp Director it is your responsibilities to all individuals who are part of camp have to provide an orientation and/or trainings in areas such as camp philosophies, expectations of their conduct while on site, the special needs and considerations of the camp's population, their responsibilities of their positions.

Part –time staff: Orientation/training in Camp philosophies, expectations of their conduct while on site, the special needs and considerations of the camp's population, their responsibilities in the area of supervision of children and emergency procedures.

Medical Staff: The camp environment can be very different from the hospital/clinic environment. Orientation and training to the camp philosophies expectations of their conduct while on site, health care procedures important to the integration of the health care staff within the camp community.

Staff of facilities provided by others: When a Camp utilizes another's site, the relationship between the two staff teams must be carefully nurtured to ensure that each side is aware of their responsibilities. The camp staff in residence will not necessarily be aware of the special needs that your group brings.

Guests: All individuals that visit the camp programs have an orientation in to Camp philosophies, expectations of their conduct while on site, the special needs, considerations and privacy of the camp's population.

Compliance: Orientation and training documents used for all segments of staff and guests.

Yes

NO





4.3 Does the camp have written health care policies, which have been approved by an independent licensed pediatric oncology health provider that includes?

- Ratio of onsite health care staff to campers
Yes No
- Defines appropriate access to the various health care specialists required to meet the need of the campers. (e.g., medical, dental, psycho-social care.)
Yes No
- Defines appropriate access to Emergency Medical System (EMS) access and/or and tertiary oncology treatment center.

Intent: For the safety of campers, it is important have a health care policy in practice that considers:

- The type of camp program (Patient Camp, Sibling Camp, Family Camp, etc.)
- Medical condition of eligible campers for each specific program,
- Access to (distance/ time) appropriate emergency medical support.
- The appropriate number and training of health care providers available on onsite / on trip / or nearby for each program.

Compliance: Copy of health care policy that is specific to each camp program and approved by licensed pediatric oncology health provider.





4.4 Are paid or volunteer staff required to complete a medical history that includes the following?

- Chicken pox immunity/occurrence
Yes No DNA
- Allergies (e.g. food, medications, seasonal)
Yes No DNA
- Medical and mental health history that would impact ability to perform staff responsibilities
Yes No DNA
- Immunization history (including rubella and tuberculosis exposure)
Yes No DNA

Compliance: Copies of staff medical history forms.





MODULE V PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

5.0 HEALTH CARE

5.1 Has the Camp:

- Established eligibility requirements that match the camp's ability to provide safe and adequate care for campers?
Yes No
- Are camper applications reviewed by health care provider in advance of each camp session?
Yes No
- Does the camp utilize a late change form or similar mechanism reviewed by a health care provider at the time of camper arrival to ensure the most up to date medical information?
Yes No DNA

Intent: This suggested guideline is meant to ensure that both personnel and facilities are in place to handle the needs of the campers attending camp. Examples of eligibility restrictions include blood count, surgeries, time off transplant and degree of palliation. The review process ensures that campers attending camp fit within the eligibility requirements. It also allows both the health care staff and the program staff to make adjustments and accommodations to activities that will ensure that campers have an enjoyable experience at camp. If the medical staff has questions or requires further clarification after reviewing the forms they can be handled before the camper arrives. Sibling applications must also be reviewed, as they tend to have special needs of their own that camp staff must be prepared for.

Compliance: Written explanation of camper eligibility criteria and application review process; copy of document used to communicate recent medical/medication changes for each camper; copy of late change form or policy.





5.2 Does the Camp have written protocols available on site, specific to the camp operation, which has been approved annually by an independent licensed pediatric oncology health provider familiar with the camp’s location and healthcare resources, for the following?

- Communicable disease Yes No
- Chicken pox and shingles Yes No
- Central line care Yes No DNA
- Blood borne pathogens* Yes No
- Administration of IV and oral chemotherapy Yes No DNA
- Febrile neutropenia Yes No
- Anaphylactic reactions Yes No
- Transfusion Yes No DNA
- Antibiotic Resistant Organisms Yes No
- Hazardous Waste Disposal Yes No

Intent: This standard is meant to ensure that camps have procedures in place for dealing with common incidents occurring in their camp setting. Camps may choose to adopt written protocols of their local treatment center(s), but the Camp should review and must customize protocols to account for the program’s specific location, scope of practice of on-site health care providers and well as the time and distance to access advanced medical support.

The procedures should cover screening, methods for minimizing spread of disease, and guidelines for the handling of each situation.

Compliance: Copy of written medical treatment protocols signed by an independent licensed pediatric oncology health provider in the last year.



** Blood borne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needle sticks and other sharps-related injuries may expose workers to blood borne pathogens. Workers in many occupations, including first responders, housekeeping personnel in some industries, nurses and other healthcare personnel, all may be at risk for exposure to blood borne pathogens.*



5.3 Does the Camp have a medical emergency plan that takes into account the specific population served and the distance to support medical services including:

- Transportation plan that includes access to emergency transport, from all program locations to a tertiary treatment center if necessary with appropriate response time Yes No
- Written or verbal agreement with a tertiary treatment center to treat the campers in the event of an emergency Yes No
- Medical emergency that may occur during Camp-provided transportation. Yes No

Intent: Medical emergencies are a reality in oncology camping and need to be planned for in advance. Many Camp programs are conducted at locations a distance from an appropriate medical treatment facility. The Camp needs to ensure appropriate response in medical emergencies and provide or arrange transportation to an appropriate advanced medical support. Even if the Camp program is on or near a medical facility, the Camp must plan for methods of notification for and transport to advanced medical support.

Compliance: Copy of medical emergency plan and correspondence with pediatric cancer treatment center that will be used in an emergency.





5.4 Does the Camp have a policy regarding accepting children receiving end of life care, including DNR (Do Not Resuscitate) orders?

Intent: Each Camp should consider if it is appropriate to acceptance of campers on palliative care, staff directives on response to life threatening situations based on the Camp location and abilities. When a Camp chooses to include campers on palliative documented policies should be place that includes procedures that include communication with healthcare providers and caregivers.

Compliance: Copy of policy.

Yes

No

DNA





5.5 Does the Camp have a procedure for handling the disease related or accidental death while at camp?

Intent: This procedure is meant to prepare the organization by having a set plan that includes how to handle the immediate situation, communication with parents, clinics, staff and campers, dealing with the media, appropriate reports and follow up psycho-social support for campers and staff.

Compliance: Copy of written procedures.

Yes

NO





5.6 Does the Camp have procedures for encouraging:

- Hydration (i.e. during activities) Yes No
- Application of sunscreen Yes No
- Appropriate clothing for weather (i.e. hats) Yes No
- Use of insect repellent Yes No

Intent: Many of our campers will have an increased susceptibility to infection and therefore, although we are trying to achieve a normal camp experience, we still have to make it as safe as possible by assuring compliance with personal hygiene standards.

Compliance: Copy of written procedures.





5.8 Has the Camp established a appropriate inventory of pharmacological products, medical supplies and equipment that is inventoried on a regular basis?

Intent: “Appropriate Inventory” of pharmacological products, medical supplies and equipment should include **general, oncological** and **emergency** situations that are most likely to arise based on the population of campers and staff. Inventory process should include verification of medical equipment, supply and medicine expiration dates.

Compliance: Copy of medication and medical supply inventory including inventory review verification.

YES

NO



**WRITTEN
DOCUMENTATION**



5.9 Does your camp have procedures regarding the collection, administration and storage of camper and staff medications?

Intent: This policy must illustrate how medications are collected, secured and redistributed ensuring accuracy. The camp must control the administration of medications; however, distribution procedures differ between camps. A policy should include:

- When and how and by whom, medications are collected.
- How medications are secured from being miss taken. (For youth programs, camps may collect and secure medications in locked building, cabinet, etc. For trips or family camps, locked tackle-type boxes or other secure methods may be used by staff and parents to secure medications from being lost or accessed by those other than authorized staff/ parent)
- How the Camp meets governmental and/or local treatment facility standards for storage of controlled substances.
- System for ensuring accuracy of medication distribution.
- How the camp handles staff / adult (parent) medications: Dealing with staff and adult medications is an important consideration that must balance the safety concerns of individuals having access to medications, with the adult person's need for privacy. It is important that camps consider these factors in developing a policy and practice that works for their program.

Compliance: Director and/or medical staff documentation describing camper and staff medication collection, storage and administration process; Observation of medication distribution process.

YES

NO





5.10 Does the Camp maintain records of camper and staff medical procedures, medication administration and treatments provided to campers and staff, and retained for an appropriate period of time, include the following?

5.10.1 Camper Medical Records

- Administration of medications Yes No
- Accident/incident Yes No
- Illness progress notes/treatment records Yes No
- Behavior related summaries Yes No

5.10.2 Staff Medical Records

- Administration of medications (for employees under 16 yrs. of age) Yes No
- Accident/incident Yes No
- Illness progress notes/treatment records Yes No

Intent: It is important that accurate and thorough records are kept. They provide an historical perspective that may prove useful in the future if questions arise. The administration of medications is best recorded in a bound book with numbered pages or meets local health department requirements. Many camps keep this as a daily log while also maintaining individual records in each camper's file. Camper and staff health care treatments and medicine administration files need to be kept for an appropriate period of time after the camp experience. Camp's should consult with state regulations and legal counsel to determine the appropriate document retention period.

Compliance: Observation of camper and staff medical records and document retention policy.





5.11 Does the Camp have standard treatment protocols for nursing and medical care, specific to their program, reviewed and signed at least annually by a licensed physician for the management of common camp health concerns?

Intent: While most pediatric cancer camps are well prepared to deal with the special needs of their camper population, the medical staff is often not as familiar with common pediatric illnesses and injuries. Specific treatment guidelines reviewed regularly will help the oncology nurses and physicians respond appropriately to routine camper medical needs, which are not related to the cancer diagnosis (i.e., minor scrapes and scratches, insect bites, sprains and strains, stomach ache, headache, constipation, sunburn, sore throat, ear ache, tooth ache, etc.)

Compliance: Copy of annually reviewed standard treatment protocols.

YES

NO





MODULE VI PEDIATRIC ONCOLOGY CAMP OPERATING STANDARDS

6.0 PSYCHOSOCIAL SUPPORT

6.1 Is a licensed mental health professional (psychiatrist, psychologist, social worker, child life specialist) on site or available to camp staff?

Intent: Psychosocial support has an important role to play in all phases of camp. During pre-camp they provide specialized training that helps staff to prepare themselves for working with oncology patients and their family members. During camp they support the staff team to cope with difficult situations and effectively support campers as well as dealing with crisis situations. Post camp support for staff is important also to assist with the transition back to their home environment and to deal with the possible death of campers between camp sessions.

Compliance: Copy of license documents for attending/available health care professional(s).

YES

NO





6.2 Does the Camp have a policy for dealing with the communication of the death of a camper or staff member?

Intent: Camp Directors are often notified of the death of a camper or a relapse or change in the condition of a camper. It is beneficial to camp to have given some consideration to whether it is appropriate for them to pass this information on to staff, keeping in mind camper confidentiality issues and also how to most effectively communicate the information.

Compliance: Copy of policy.

YES

NO





6.3 Has the Camp evaluated offering a memorial / remembrance service?

YES

NO

6.3.1 If the camp DOES offer a memorial/remembrance experience... YES....

- Is there bereavement support available to campers and staff? Yes No DNA
- Has a person experienced in pediatric bereavement reviewed and approved the format? Yes No DNA

Intent: When camps are designing a memorial service for campers and staff it is important that consideration is paid to timing, age appropriateness, cultural and religious sensitivity, emotional support, and whether the service is an option for campers. Camp may include feedback and/or input from campers and staff in the planning of services.

Compliance: Director description of memorial service planning and process.



6.4 Does the Camp have a plan regarding the transition of campers to graduate camper?

Intent: Many campers and camp families come to rely on the support and socialization that camps can provide. It is important to explore your camp's role in assisting campers and families in their transition from the camp environment into other appropriate support programs and/or camp staff positions, if appropriate.

Compliance: Copy of camper graduate plan.

YES

NO



APPENDIX

Appendix - Standard 1.1

The following was prepared to provide suggested types of documentation or descriptions that could be considered when addressing COCA-I Gold Ribbon Standard 1.1, Section B. This list is not intended to be an exhaustive list and elements that address each section should be carefully considered by each member camp utilizing local or, regional authorities, applicable laws or regulations and camp industry practices.

- **Staffing procedures (volunteer or paid) - including screening, training (including abuse prevention), skill verification, staff to participant ratios.**

Descriptions or documentation may include:

1. Position Job Descriptions including job specific responsibilities and qualifications
2. Description of how potential staff's abilities/skills, and qualifications are verified
3. Description of potential staff member's identity and background is verified
4. Evidence of staff training documentation, includes abuse (social, physical, sexual, emotional) prevention information
5. Description of camper/staff ratios
6. If Camp provides signed agreements with staff, i.e., Volunteer Consent Forms; terms of agreement between staff and Camp

- **Supervisor qualifications, verification & training (i.e., Camp Director, Unit Heads, Head Cabin Counselors)**

1. Supervisor Job Descriptions including job specific responsibilities and qualifications
2. The process by which Supervisors are chosen (volunteer or paid position)
3. Describe and provide examples of training of Supervisors
4. If member Camp promotes/provides continuing education programs/opportunities for Supervisors, please explain.

- **Aquatic activity supervision including training, certifications and experience**

If the member Camp offers any aquatic program which may include a swimming pool, lake, ocean, stream(s), river, pond:

- **Job descriptions for Aquatic Activities Director, Lifeguards, and other water activity staff**

1. Describe qualifications of lifeguards and process by which lifeguards are chosen
2. Describe any required training/certifications for each aquatic position - lifeguards and all operator of watercraft, i.e., motorized boat, jet ski, motorized or wind propelled sailboat, canoe
3. If lifeguards assist with watercraft operation, describe process by which they are selected and trained to operate in accordance with state/local law as well as manufacture recommendations and safety procedures, including the number and age of passengers



4. Describe qualifications, required certifications/license for lifeguards to operate watercraft
- **Program equipment management for each activity including Inventory control, Maintenance, Safety inspections**
If member Camp owns and maintains equipment, provide the following for each activity:
 1. Description of equipment inventory and method to control unauthorized/unsupervised use.
 2. Describe equipment maintenance routine and safety practices based on manufacturers recommendations
 3. Describe how equipment is regularly checked, inspected and what considerations are given in recommending replacement

If Campsite ownership is different from the member Camp, and owns and maintains equipment, explain how member Camp verifies 1-4 above.

- **Program safety procedures for each activity:**
 1. Describe process in how particular activities are chosen as well as location of activities
 2. Describe procedures in place to provide safe activity (i.e.-listing of each specific activity rules, participant orientation, etc.)
 3. Describe ratio of campers to staff for running each activity program
 4. Describe any considerations or modifications necessary for camper or program activity safety
 5. Describe safety procedures in place if special guests provide activities at Camp
- **Safety procedures for each activity.**
 1. How are safe rules provided to campers and staff?
 2. What special safety measures are needed, if any, for each program (i.e., use of hot glue guns, use of tools or equipment, if helmet are required, activity at heights)
- **Site Emergency procedures (non-medical)**
 3. Describe the process of how emergencies are communicated to the campers, staff and to proper Camp authorities and local authorities if necessary (i.e., injury, structure/area fire, active threat, lost camper, intruder, hurricane, extreme heat, earthquake, food borne illness, weather, and chemical spill)
 4. Describe responsibilities and training of staff in response to an emergency or accident.
 5. Describe process to keep campers and staff safe
 6. Describe what steps are taken to communicate with camper parents
 7. If emergency has jeopardized an activity area, describe when and how to re-locate activity
 8. Describe how emergencies/incidents are documented, how documentation is stored and who is provided this information
- **Transportation Safety used, soundness, driver verification, training, operating procedures**



If the member Camp provides vehicles (bus, van, cars, golf cart, etc.) whether rented, leased, borrowed or owned to transport camper or staff, provide documentation of the Camp transportation safety program for each type of vehicle that may include:

1. If Charter bus/van services – the company maintenance routine, screening of drivers (if applicable) driver name, photo id for identification purposes and cell phone contact info
2. If camp provides vans, busses and drivers – the camp's maintenance routine; selection criteria, verification and training of drivers
3. How drivers are selected and trained to operate in accordance with manufacture recommendations and safety procedures, including the number and age of passengers.
4. The camp's supervision procedures and responsibilities for adult staff accompanying under age campers on vehicles during travel
5. The camps' transportation emergency procedure in the case of breakdown, accident or injury.
6. Camp policy, procedures if private personal vehicles are ever used to transport campers or staff.

And provides evidence or written description of the following site and facility operations that apply:

- **Providing adequate amounts of safe drinking water** – Provide documentation from one or more of the following:
 1. Local municipality (city, county, territory, state or province) in the area where the campsite is located, that the water system complies with regulations or guidelines related to water quality and/or amounts.
 2. Water is provided by a municipal water source
 3. Private water sources are tested and appropriate for human consumption.

In addition, describe how the camp makes available drinking water in various locations commonly used by campers.

- **Appropriate sleeping accommodations** – If the program provides overnight sleeping accommodations, document that campsite sleeping accommodations provide:
 1. Adequate air flow/ circulation (windows, fans, etc.);
 2. Adequate distance (i.e., 30-36") from neighboring sleepers to limit the opportunity of spreading diseases or illness;
 3. Provides fall protection from upper bunk beds;
 4. Bedding is clean and free of insects.
- **Adequate handwashing, toileting and shower facilities** – Provide ratio (Participant to handwashing sink) located near dining/eating locations; Provide total number of handwashing stations adjacent to each toileting facility; If overnight camp, the ratio of showers to participant.
- **Food services meet local health department regulations procedures** – Evidence that food preparation, storage and services comply with municipal (federal, state, provincial, territory, county, or city) regulation or guidelines for safe food handling.



- **Adequate trash removal** – Describe the camp facility’s waste disposal routine that limits the attraction of animals, vermin, flies and other pests.
- **Appropriate vector (pest, rodent, insect) control plans** - Written plan for coping with excessive numbers of flies, mosquitoes, other insects and rodents at times and places where there is a risk of transmission of disease to humans from insects, rodents, or other animals exists.
- **Swimming pool facility meets federal and local standards** – If the camp facility offers a swimming pool, evidence the camp pool complies or is regularly inspected with either Canadian or US pool safety standards around construction and operation including water flow, drain systems, water sanitation, chemical storage, electrical components, entry & exits.
- **Safety plan for use of any pool, lake, stream, river or the ocean** – If the camp program offers aquatic activities using a pool and/or natural bodies of water (lake, stream, river, and ocean), describe the camp’s routine for examining aquatic areas for the elimination or access control to potential hazards; written rules for the use of areas and equipment; describe access controls to docks, watercraft and equipment; describe how aquatic equipment is regularly checked and maintained; provide list of rescue equipment in good repair that is made available.

