

TO: Schools/Youth Groups with Residential Programs at Treehaven  
FROM: Corky McReynolds, Director  
DATE: September 2003  
RE: Meeting HFS 175

Treehaven is a licensed residential camp as defined by HFS 175. To meet the requirements of HFS, as a visiting school/youth group with overnight lodging, the following items need to be provided.

1. According to HFS 175, at least one of your staff or adult volunteers must be assigned as the “health officer” for your group. This person:
  - a. Must meet one of the following HFS 175 (5)(b) requirements:
    1. A physician licensed in Wisconsin.
    2. A registered nurse licensed in Wisconsin.
    3. A physician assistant licensed in Wisconsin.
    4. A practical nurse licensed in Wisconsin.
    5. A national athletic trainers association certified trainer.
    6. An emergency medical technician or a paramedic.
    7. A person currently certified as completing the American Red Cross emergency response course.
    8. A person currently certified as completing the American Red Cross responding to emergencies course or equivalent.
  - b. Must handle medication according to HFS 175.14 (6)(a); (6)(b) and according to school/group policy:

(6) Medications. (a) All medications brought to camp by a camper or staff member shall be in containers that are clearly labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by physician shall, in addition, be labeled to include the name of the prescribing physician, the prescription number, date prescribed, possible adverse reactions, the specific conditions when contact should be made with physician and other special instruction as needed.

(b) All medications brought to the camp by a camper or staff member under 18 years of age shall be kept in a locked unit and shall be administered by health services staff qualified under (5)(b), except heat bee sting medication, inhalers, an insulin syringe or other medication or device used in the event of life – threatening situations may be carried by a camper or staff member. Each camper or staff member 18 years of age or older may take responsibility for the security of his or her personal medication.

- c. Must keep record of all medical treatments, an administration of adjustable medication must be recorded in the Treehaven Medical Log Book kept in Room 210A (Okray Residential Center).
2. According to HFS 175.14 (7)(a) The school/group needs to bring signed health forms and two lists (one list for Treehaven) of participating students and adults to Treehaven while on grounds. These records are then to be kept by the school for a period of two years after their visit to Treehaven.  
*Please note: Treehaven can provide basic First Aid Supplies, such as Band-Aids, gauze, tape, etc. Please contact Treehaven if you are in need of a blank health form.*
  3. While staying at Treehaven the above identified person will be assigned to Room 210A (Okray Residential Center) where the following will be located:
    - a. First Aid Kit
    - b. Treehaven Emergency Policy Packet
    - c. Lockable cabinet
    - d. Phone
    - e. Signed Health Forms
    - f. Medical Log
  4. Groups must have adult chaperons in the minimum ration of 1 adult for every 10 youth.
  5. The name of the assigned adult will be provided to Treehaven upon arrival with this form signed and placed in the Treehaven office.
  6. Upon arrival to Treehaven the attached form *Uniform Statement of responsibility, release and authorization to participate in Treehaven Programs*, must be signed by a parent/legal guardian for each participant.

If you have any questions, please contact me at Treehaven

Thank you for your cooperation.

Enclosures: Administering Medication at Recreational/Educational Camps  
 Standing Orders  
 Uniform Statement of responsibility, release and authorization to participate in Treehaven Programs

Name of Group: \_\_\_\_\_

Health Officer: \_\_\_\_\_  
 (Please Print)

Signature: \_\_\_\_\_

Date \_\_\_\_\_