

# To: Camp Staff

## Subject: Required Reporting

**THE CAMP MEDICAL DIRECTOR AND THE LOCAL HEALTH DEPARTMENT MUST BE NOTIFIED WITHIN 24 HOURS OF THE FOLLOWING OCCURRENCES:**

- Camper and staff injuries or illnesses which result in death or require resuscitation or admission to a hospital or administration of epinephrine.
- Camper injuries to the eye, head, neck or spine which require referral to a hospital or other facility for medical treatment.
- Injuries where the camper sustains second – or third – degree burns to 5 percent or more of the body.
- Camper injuries that involve bone fractures or dislocations.
- Lacerations sustained by camper which require sutures, staples, or medical glue.
- Camper physical or sexual abuse allegations.
- Camper and staff illnesses suspected of being water, food, or air borne or spread by contact.
- Camper or staff exposures to animals potentially infected with rabies.

**You are required to contact your local health department within 24 hours. Between the hours of 8:00 a.m. and 4:00 p.m., please call Steve Dray at (716) 439 - 7454. If he is not in, then call Jaclyn Bald at (716) 439 - 7585. If neither are in, then please press 0 and ask to speak to a supervisor. Please do not just leave a message on a voice mail. Please call (716) 439 - 7430 after hours, on weekends and holidays.**