



Camper and Staff Record Retention:

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, include the following?

13.10.a Camper Medical Records

- Administration of medications **Yes**
- Accident/incident **Yes**
- Illness progress notes/treatment records **Yes**
- Behavior related summaries **Yes**

13.10.b Staff Medical Records

- Administration of medications (for staff under 16 yrs. of age) **No. All Smile-A-Mile volunteer staff must be age 19 or older.**
- Accident/incident **Yes**
- Illness progress notes/treatment records **Yes**

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 are best recorded in a bound book with numbered pages or meet 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 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.

RECORDS MANAGEMENT:

Camper and staff medical records are kept electronically on CampSite database. However, any written health information, orders, medical log information kept while at Camp, will be collected at the end of each camp session and delivered to the Program Staff or Camp Medical Director, who will insure that they are transported to the Smile-A-Mile administrative office for storage. They must be kept for a minimum of 8 years or until the camper is at least 21 years old (whichever comes LAST).

The statute of limitations under Alabama law requires: that health care records be kept four (4) years; if the records involve a minor, they should be retained for eight (8) years.

This is interpreted to mean that medical records (health history forms, medication administration records, etc) on counselors, parents, young adult retreat participants, and anyone else over 18 should be retained for 4 years only. The same records on any camper not mentioned above should be retained for 8 years.

If you have multiple years of records on anyone, you could retain only the minimum numbers of years' worth of records and shred any records older than that.

For volunteer applications, this is what the Children's of Alabama policy is: "Duration of employment plus 2 years...". "Rejected applicants: current year plus 1 year, unless related to a lawsuit, then retained until matter is resolved."

Volunteers are usually treated like employees. This is interpreted to mean that anyone who hasn't been back as a volunteer staff member in at least 2 years can be discarded. Anyone who applies but is rejected should be kept for the next year after they apply and then discarded.

All documents discarded are destroyed by shredding them.

COCA-I Gold Ribbon Standard 5.10
Smile-A-Mile Policies 1/2019

EXAMPLE