

**Gold Ribbon Standard 5.10- Record Retention**  
**Submitted by Camp Ronald McDonald**

**F. Records**

**1. Maintaining (sessions)**

Maintaining of treatment log, medication record, and camper and staff health histories, health examinations and treatment authorizations during camp sessions are the responsibility of the session's Charge Nurse.

**2. Regular Annual Review**

Treatment logs and Accident / Incident Documentation will be compiled and reviewed annually by the Medical Committee. The annual report will be reviewed to identify health, wellness, and accident or illness trends for campers and staff. Medical Committee will recommend programmatic, facility and/or health care changes to maximize camper and staff health and wellness.

**3. Archive File Storage**

a. Health histories and health examinations will be kept in the campers/ staff files.

b. Treatment Logs for campers and staff will be kept by session in annual bound notebook.

c. Medication Logs for campers and staff will be kept by session in annual bound notebook.

d. Archiving of all health care records is the responsibility of the Camp Director.

**4. Retention**

Retention of camper and staff health histories, health examinations, treatment logs, medication logs and accident / incident documentation will be held for seven (7) years after the related session or seven (7) years after the child's age of majority (18 years old) which ever is longer.