

## Check-Out Procedure

Friday morning, last day of camp, the take-home bags and information will be assembled. Campers will receive selected diabetes supplies and samples based on availability of extra supplies. Their personal supplies and medications, as well as fresh insulin will be placed in the take-home bags as well, when parents arrive to pick them up.

After breakfast on Friday, begin duplicating the appropriate chart documents, to give a copy to the parents. If possible, have your discharge paperwork and camper's items ready by Thursday evening.

Counselor checkout occur when they come through the breakfast line. Please ensure you checkout with the appointed check out team.

Camper checkout will occur with the Med Lead and Medical Support. Volunteer's who have children, campers can check out any time during the morning depending on their schedules.

Review with the parent how the week went; be sure there is a summary statement completed by the Med Lead and Support and discuss any rewards for diabetes care by the camper. Also, review the outgoing insulin settings/dosages, so that adjustments can be made by the parent if needed.

**Recommend that they return to their pre-camp settings over the next several days to avoid hyperglycemia. - medical team to sign off on**

Review Checkout check list and verify Medical Lead has signed off on the checkout form

Camper can only be checked out by a parent or previously designated adult guardian (in writing by parent). Proper identification should be presented at checkout for someone other than a parent who is picking up the camper.

If parent is late in picking up a camper, please notify the medical and/or camp director. Due to time constraints at camp, they may have to be transported off site with the medical director.

Encourage            them            to            come            back            next            year!!!

## CLEAN-UP AND TAKE-DOWN

The clean-up process is unfortunately a necessary part of camp each year. Often, the bulk of it is left to a few remaining volunteers. We ask that you remain and help expedite the process so that all of us get to go home on time. We have to vacate the property on Friday by 2 PM. If you need a task to do, please ask your team leader or medical director what you can do to help. Thanks for participating! Again, we could not do this without your help.

Wear your camp shirt on Friday- if it's not too dirty.

Collect remaining glucagon, Baqsimi and sharps containers. Tape Sharps boxes closed, box up and put in trailer (we have to dispose of these properly).

Do all cabin clean up and do an all-camp sweep!

On Thursday or Friday, create camper and counselor go-home bags – (this is what we will put their supplies, meds and fresh insulin in when they go home) Keep their insulin refrigerated until Friday AM, then put in their bags.

Jennifer (infirmery Charge nurse) will coordinate the insulin inventory, dispensing to campers/counselors. This takes time, so recommend that it happen before Thursday. Leftover insulin, if any, will be divided up per the Medical Director. This will include insulin, glucagon, and Basquimi.

If available, extra BG meters and test strips will be divided up evenly among the counselors *with* diabetes and distribute to their go-home bags (so there is no hoarding).

Write thank-you notes to folks (both campers and volunteers) you appreciate, mentioning specific behaviors, contributions, etc. This is best accomplished by Thursday or Friday to give time. Activities and Programming committee to assist in this task

Write summary progress notes on your campers and counselors, emphasizing positives first, then suggestions for improvement, etc.

After Thursday evening campfire, update any forms or docs in CampViews

Break down treatment boxes early on Friday morning, putting snacks and supplies on the freebie tables. Also, break down activity bags, low treatment totes, etc. As much as possible the supplies should be stored for reuse next year. Any food items and juice from the baskets can be put into 1 or 2 bins (which will be given to program volunteer to divide up).

**IMPORTANT:** Leave TWO treatment boxes including meters/strips and ketone meters/strips) to be used bags intact and well stocked (during the parent program and clean up if needed. We will also need a treatment box for later events if applicable. **WE WILL ALSO NEED A BOX FOR THE BUS.**

Put any office supplies back to storage containers, in their appropriate labeled bins. Try to put all scissors with scissors, staplers with staplers, etc. This saves a lot of time in inventory for the next year. Please ensure all binders are collected and any additional blank forms

Label boxes and bins with their contents, as you pack up, as time allows.

Load the trailer with items that are not needed during checkout. This can be started Thursday evening

Collect Med supplies (separate list) in separate area. Empty and clean the refrigerator(s), task completed by Med Team or Jennifer the infirmary nurse.

We recommend having your personal items packed and loaded into your vehicles before breakfast testing on Friday

Plan to come back next year!!