Most municipalities are locations for recreational camps for children. Most camps take place during the summer months, but there are an increasing number of camps that convene during school vacation weeks and evenings. All are required to be licensed and follow MDPH regulations.

The Public Health Nurse is an important part of the Health Department collaborative team that licenses and inspects children’s camps. The team usually consists of any or all of the Health Department employees: REHS/ Sanitarian, PHN, Administrative Staff. The PHN may be required to inspect camps in their entirety without the partnering of a REHS/sanitarian. Ideally, the PHN and REHS/Sanitarian partner to complete the inspection (see below for details).

**MDPH Community Sanitation Program**

**Regulation: 105 CMR 430.000** [105 CMR 430.00| Mass.gov](https://www.mass.gov/regulations/105-CMR-43000-minimum-standards-for-recreational-camps-for-children-state-sanitary-code)

**Website:** [Recreational camps for children - Community Sanitation | Mass.gov](https://www.mass.gov/lists/recreational-camps-for-children-community-sanitation)

**Contact:** Senior Analyst, Community Sanitation Program, (781)774-6612

**Phone: (**617) 624-5757

**Procedure**

Camps need to contact the Health Department for an application. All groups meeting the MDPH definition of a Camp **must be licensed every year in order to operate.** Applications and documents for the operation of a camp can be found on the Website.

**Policy Review:** Camps are required to return all mandatory documents along with a copy of the camp’s policy and procedures to your Health Department. These need to be updated and current for the upcoming season. Review the individual camp’s policies to be sure they are in compliance with State Regulations.

Coordinate with Sanitarians for paper reviews and onsite inspections. If possible, schedule meetings at the Health Department with camp directors to review paperwork.

**Onsite Inspection:** Onsite inspections are required. For each camp, fill out an inspection report. The Form is embedded here for download:



Inspections are required once per camp per season. If there are multiple sessions of a camp, each session **does not** need to be done. If there are concerns, then other sessions can be inspected. An inspection is a "snapshot" in time.

For one week camps, go out on the first day of camp. For multiple session camps go out as soon as possible. If camp has deficiencies, then visit again; if still not in compliance, the camp may need to shut down.

The PHN may be required to inspect camps in their entirety without the partnering of a REHS/sanitarian. Ideally, the PHN and Sanitarian partner to complete the inspection. In these cases, the PHN may focus primarily on the following (Corresponding regulation sections are noted in parentheses):

**Immunizations Records (.152 A and B ):** Campers and staff < 18yrs old are required to have written documentation of all vaccines as outlined in the **MDPH Camp Inspection Report section .152(A);** Campers and staff 18+ yrs old are required to have written documentation of all vaccines as outlined in the **MDPH Camp Inspection Report section .152(B).** Go to Website for latest immunization requirements.



Health Departments arerequired to check at least 10% of all records.

**Medical Log (.155):** It shall list date, time, patient name, complaint, and treatment. The medical log shall be maintained in a readily available format, and signed off by the health supervisor.

**Health Care Consultant (HCC) (.159 A):** HCC Agreement must be signed. HCC **must** be a MD/DO, NP, or PA with pediatric training (**not RN or LPN**). **Standing Orders** must be signed and dated for the current year by HCC.

**HCC Acknowledgement of On-Site Medications (.160 C) :** Camps must **list all meds** that are to be given. This must be signed by the HCC and submitted for **each session** of camp operation.

**Health Supervisor (.159 C):** a designated Health Supervisor must be onsite at all times. May be Licensed health care provider (eg, RN or LPN), or First Aid/CPR-certified staff at least 18 years old.

**Health Care Policy (.159 B):** Each camp must fill out a medication policy. Each staff member and parent needs to get a copy. Ask the camp if they have distributed a copy to each parent and staff.

**Medication Authorization:** Each camper must have an Authorization Form signed by parent/guardian for each medication the camper is taking while at camp. [Advisory regarding the Parent/Guardian Authorization to Administer Medication to a Camper (mass.gov)](https://www.mass.gov/doc/advisory-regarding-the-parentguardian-authorization-to-administer-medication-to-a-camper/download)

Samples of Medication Authorization Form:



**Health Record (.150, .151 A and B):** all campers/staff

* Health record shall be **readily** available in electronic or hard copy form, secured from unauthorized access
* Emergency Contacts: There must be an alternate emergency contact listed in addition to parent/guardian
* Written Parental Permission for Meds and Emergency Care (aka ”Medical Release”)
* Sports Camps: Physical Exam must be done within past **18 months**

If camp has deficiencies, then revisit to check for corrections. If still not in compliance, the camp may need to shut down.

License fees are determined by each Health Department. When Camp has successfully completed all requirements, including onsite inspection, a license to operate a camp may then be issued.

Check out the Community Sanitation Recreational Camps Website for forms, updates and useful information.