



REFERENCE INFORMATION FOR RENTAL GROUPS STAYING OVERNIGHT AT RECREATIONAL AND EDUCATIONAL CAMPS

Chapter ATCP 78 of the Wisconsin Administrative Code, the 'Rec Ed' Code, describes several requirements that rental groups must meet for keeping appropriate records and providing adequate supervision of, and safety for, campers and staff in these settings. The camp as the licensee is responsible for making sure the rental group complies with the code and ensures health and safety, and proper documentation, during their visit. The written agreement per ATCP 78.16 shall clearly identify designated responsibilities of the camp and the group.

A rental group means another group or program that has a written agreement to rent or use a licensed camp's facilities, and perhaps some services, to operate their own camp programming or retreat. A group of campers typically has a common affiliation, either through a shared interest or membership in a club or other organization. There is some familiarity amongst members and leadership within the group, usually along with adult supervision.

The training, credentials and documentation that are required for a rental group to ensure the health and safety of their campers are summarized in the checklists below. Whenever the rental group is designated responsible for health services for any length of stay, the rental group is required to keep copies of their own records.

In order to help the Camp comply with the provisions of ATCP 78, rental groups must complete planning and preparations beforehand related to a few specific areas, and must generally otherwise follow ATCP 78. We briefly summarize requirements below:

HEALTH SERVICES STAFFING

There are first aid, CPR/AED, medication administration, and anaphylaxis training requirements that apply to rental groups when designated to provide health services in the written agreement. The minimum number of first aid and CPR/AED qualified camp staff within the rental group is based on the written EMS response time to the camp premises. There are specific courses that are approved. The chart, 'Approved Courses and Certifications for Recreational Facilities' can be found at https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx.

The checklists below address the qualifications required of staff involved in caring for health needs of campers. The checklists reference a chart that describes health services staffing based on the particular Camp operations.

HEALTH SERVICES STAFFING RECIPROCITY AND TEMPORARY OUT OF STATE PRACTICE

The Rec Ed Code requires that any doctors who are serving as consulting physician, or doctors or nurses serving as the health staff member who is satisfying the first aid and CPR requirement, be Wisconsin-licensed. Recent state statute updates now allow for a nurse and doctor in good standing from throughout the United States and Canada to serve at a Wisconsin recreational and educational camp and provide treatment to campers and staff for not more than 90 days in any year. There are also still compacts that allow for reciprocity for doctors (MDs and DOs) and nurses (RNs and LPNs). The 'multistate', out of state, or Canadian licenses for RNs and LPNs are accepted in Wisconsin and must be verifiable on www.nursys.com.

HEALTH RECORDS

Any administration of medication or first aid treatment provided by the rental group must use 1 of 3 options to meet recordkeeping requirements per ATCP 78.27 (5) (b): 1. In a bound book with preprinted page numbers. See fact sheet, [What is a Bound Book](#). 2. By electronic entry into a software program that documents each change to the health record and that does not allow previous changes to the health record to be edited or deleted. 3. By making an electronic medication administration record, printed with the date and time stamp, from a health software program to be used for manual recording with a signature on the form of the individual making entries. The rental group must retain their records made during any length of stay for a minimum of three calendar years and make the records available upon request to the Department or agent within two business days of the request.

ADMINISTERING MEDICATION

Health services staff may designate a group leader to secure and administer medications. This means that if the camp is providing health care, their health staff may appoint a group member to administer medication. If the rental group is handling their own health services staffing, their qualified health staff member may appoint a group member to administer medication. The medication administration online modules are required on an annual basis. The Wisconsin Department of Public Instruction course, medication administration principles can be found here: [Basic Medication Principles for Wisconsin Schools](#). Please note that all medication administered must use one of three options in the above paragraph, along with any other medical treatment provided.

FOOD SAFETY

The camp must provide food safety orientation, in writing or by video to the rental group when the rental group is designated responsible for food service. The group should review this information and consult with the camp regarding any questions before camp starts. Orientation must cover food service health and hygiene, safe food handling, and utensil washing and sanitizing.

PROGRAM AQUATICS

A rental group may use the water activity area if camp program aquatics staff are present and supervising. A rental group may also use the water activity area(s) with their own water activity staff, but those staff must meet the requirements of ATCP 78 for program aquatics. The camp is responsible for making sure that the rental group is properly staffing the natural or man-made body of water.

CHECKLIST A: REQUIREMENTS FOR ALL ORGANIZED USER GROUPS

The charts below provide some of the key requirements of ATCP 78. The camp is responsible for making sure the rental group follows the provisions of the code, but key requirements are provided here for rental groups to use in planning.

Check	Key Risk Area	Key Points: What is required <i>*note: the complete requirements related to the operation of a camp can be found in ATCP 78. The following are the key points and areas that must be addressed by the rental group in order for the camp to be in compliance with ATCP 78</i>
	Facilities	Camp provides these
	General Supervision	Supervisor: camper ratio of 1:10 for children over six; 1:4 for children six and under. Trained adult supervision for specialized program activities such as firearms, archery, horse-back riding, ropes courses, and rock climbing
	Food Service	Training by camp about safe food handling, hygiene and utensil washing and sanitizing
	Health services staffing	Depends on EMS distance. Please see Checklist B below
	Waterfront staffing and use	Approved lifeguard credentials / Ratio of Staff to campers using water activity area Lifeguards 1:50 plus Attendants 1:50 plus Swimmer accountability (skills assessment and separation of swimmers and activities) Rescue boat and equipment First aid supplies and way to communicate with help

CHECKLIST B: HEALTH PAPERWORK AND CREDENTIALING REQUIRED FOR RENTAL GROUPS

The checklists below may be used to determine the document retention and health staffing credentials that are required. They refer to approved courses and certifications that are listed in the chart, 'Approved Courses and Certifications for Recreational Facilities.' This chart is located under 'Additional Resources' at: https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx.

Please note that basic certification is a minimum requirement; courses and certifications approved for Comprehensive First Aid and Professional CPR, or Comprehensive First Aid and CPR, may also be used to meet the requirement where only basic courses and certifications are acceptable.

CHECKLIST B: ANY NUMBER OF NIGHTS STAY, IF HEALTH CARE SERVICES PROVIDED BY RENTAL GROUP:

Item: check when complete	Required document or credential
Medication and Treatment Logs	Retain
Camper Health History	Retain
A written agreement present with EMS having target response time of 30 minutes or less	
First Aid Options	1 Basic First Aid
CPR/AED Options	1 Basic CPR
If no written agreement present, or agreement with EMS having target response exceeding 30 minutes	
First Aid Options	2 Basic First Aid
CPR/AED Options	2 Basic CPR