

FIRST DAY

- **Plan for incomplete profiles:** Create a plan for families that did not complete the health information prior to the first day. Consider having a tablet or computer workstation onsite for families to complete information on the spot.
- **Check medications:** At check-in, make sure that the medications for every participant match their medication confirmation form and the entries in their health profile.
- **Have notes prepared:** Print out a notes report to follow-up and discuss any outstanding items or issues with families at check-in.
- **Consider cabin or team data:** Once you finalize cabin or team assignments, send over an updated spreadsheet if you would like to filter by cabins or teams for reporting needs.
- **Create relevant medical reports for team leaders /counselors:** Consider creating a medication summary report of all participants who take medications, or a custom report of participants with asthma or other chronic conditions.
- **Print allergy reports:** Consider printing out an allergy report for your kitchen of all your participants with food allergies.
- **Check medication administration:** Every time you administer medications, double check and make sure that every participant received every medication.
- **Contact families who never completed their accounts:** Families can complete health profiles online after the first day. If their session is past the lockout date, families will need to request to edit their forms. You can also update participant health profiles for families over the phone, and/or have families fax you missing documents.
- **Begin charting in health log:** Start charting any illnesses or injuries in the Health Log. Check your alerts for any participants that require follow-up.