

## Recreational and Educational Camp Required Documentation Summary

Be prepared for the next routine inspection with these documents readily available:

	<b>ATCP 78 Reference</b>	<b>Documentation Required</b>
<input type="checkbox"/>	78.12 (1) (b) Privately owned well	Water bacteriological analysis (annual) (as applicable)
<input type="checkbox"/>	78.16 (2) Knowledge of food protection practices	Proof of at least one certified food protection manager
<input type="checkbox"/>	78.18 (4) (c) (4.) Written notification to operate	Written or electronic proof of notification to local fire and law enforcement officials (annual)
<input type="checkbox"/>	78.18 (5) (b) Water activity qualifications	Lifeguard certification including first aid and professional CPR with AED included or earned separately (as applicable)
<input type="checkbox"/>	78.18 (4) (a) Emergency written plans	Written plan for response to fire, severe weather, lost camper, lost swimmer
<input type="checkbox"/>	78.19 (1) (a) Physician on-staff or consulting	Written agreement with physician (annual)
<input type="checkbox"/>	78.19 (5) (d) Written protocol	Written protocol for the administration of medications, routine health care and emergency medical care signed by physician (annual)
<input type="checkbox"/>	78.19 (2) Health history	Camper health history form
<input type="checkbox"/>	78.19 (3) Infirmary	Written procedures and space for temporary isolation of sick or injured campers and staff
<input type="checkbox"/>	78.19 (5) (b) Health services qualifications	Documentation of health service staff qualification
<input type="checkbox"/>	78.19 (7) (b) Medication and treatment log	Medication and treatment documentation; Must be paper copy in bound book format or via electronic software pursuant to s. 97.67 stats.
<input type="checkbox"/>	78.20 (1) Camp register	Written or electronic camper register; ability to track persons entering and leaving camp during program session

### Additionally, posting required on premises:

- ✓ Current recreational and educational camp license
- ✓ Swimming and boating rules and restrictions at all water activity areas

**Note:** Please review administrative rule [ATCP 78](#) for full details.