

## REQUIRED REPORTS FOR INJURY AND ILLNESS, COMAR 10.16.06.25

Make Report To: ⇨	Minor's Parent/Guardian or Adult's Emergency Contact	Health Supervisor	DHMH	Health Log or Personal Health Record
Type of Injury or Illness:				
CPR, Admission to a hospital, Death	Immediately	Immediately	Verbally within 24 hours and submit the <b>Report Form*</b> within 1 week	Record same day
Injury that is treated at an off-site medical facility and requires medical attention	Immediately	Immediately	Submit the <b>Report Form*</b> within 2 weeks of the end of camp	Record same day
Accident with no apparent injury Example: a fall from a horse/equipment or impact from sports equipment.	If Health Supervisor is not on duty at camp, ASAP and before end of camp day (verbal or written)	Immediately if Health Supervisor is on duty at camp	No report	Record same day
All other injuries & illnesses	If Health Supervisor is not on duty at camp, ASAP and before end of camp day (verbal or written)	No report	No report	Record same day
Reportable conditions or outbreaks per COMAR 10.06.01, see list	Immediately	Immediately	Verbally to DHMH and Local Health Department within 24 hours and submit the <b>Report Form*</b> to DHMH within 1 week.	Record same day
Medication Error	Immediately	Immediately	Submit the <b>Report Form*</b> within 2 weeks of the end of camp	Record same day

Maintain documentation of reports at camp.

**\*Before forwarding reports to DHMH, remove confidential information such as person's name or other personal identifiers.**

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