

**EPWORTH**  
**Medical Lead**  
**MANUAL**

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## Medical Lead Role

One of the questions most frequently asked by Retreat Families is “will there be a nurse or doctor on the retreat?” It has given them great comfort to know there will be.

As the Retreat Medical Lead, you will be available to assess situations as they arise day and night. You will tend to any injuries, insect bites, allergies, and fevers as needed by both Retreat Families and Family Partners. You will treat appropriately, verifying medications given are cleared by the parents. If the situation needs more advanced medical care, you will notify the Staff Lead immediately so they can assist in making the necessary arrangements. Due to our liability coverage, you will not be responsible for more than basic first aid and triage situations.

### **A DETAILED LOOK AT YOUR MEDICAL LEAD ROLE IS LAID OUT LATER IN THIS MANUAL. HERE IS A BRIEF OVERVIEW:**

- Be available at all times to assess situations as they arise – day & night
- Attend daily leadership meetings
- Participate in all retreat events and help wherever needed when not attending to a medical situation

### **RETREAT FAMILY QUESTIONS:**

If you have any questions regarding our Retreat Families, please contact our Manager of Family Engagement, Amanda Knothe at 256-698-9169 or [amanda@lighthousefamilyretreat.org](mailto:amanda@lighthousefamilyretreat.org).

If you have questions about your role as Medical Lead, please reach out to our Manager of Volunteer and Leadership Experience, Callie Brannen, at 214-531-0022 or [callie@lighthousefamilyretreat.org](mailto:callie@lighthousefamilyretreat.org).

## Medical Lead Expectations

### **PRE-RETREAT LEADERSHIP CONFERENCE CALL:**

- Retreat Medical Lead will participate in Leadership conference call, which will be scheduled the week before the retreat starts.
- **ON RETREAT COMMUNICATION:**
  - Family Partner Leads will be the main communication source on the retreat to all Family Partners. Common Ground Leaders will do the same for Retreat Families. The Staff Lead will oversee all retreat happenings and be the main communication source for the Leadership Team. When arriving on the retreat, you will receive a copy of the Retreat Family Profile sheets for each family.

- **RETREAT MEDICAL LEAD SUPPLIES & EQUIPMENT:**
  - Medical Lead will carry the medical backpack that is stocked with medications, basic first aid supplies, AED, BP cuff, Stethoscope, etc. If Lighthouse does not provide you with an AED at your retreat, please confirm the location of one at your resort Sunday evening. There is also a bin of extra supplies if needed. Please use the Supply Checklist located in the clipboard in your backpack to be sure all supplies are not expired and available if needed.
    - As we stock our medical bins if you have something on the inventory list that is out, please let the Staff Lead know. As you approach providing medication in your role please remember we are triaging, providing necessary medication, and refer out for further treatment/assessment if needed.
    - We are striving to be good stewards with our supplies, and although you may prefer a different brand of medication or flavor, we often end the year with excess medication that has expired. Going forward if there is something you feel strongly should be included in the medical supplies, please reach out to Jennifer Thompson at [jenniferthompson@lighthousefamilyretreat.org](mailto:jenniferthompson@lighthousefamilyretreat.org)
  
- **FAMILY PARTNER & RETREAT FAMILY CHECK-IN:**
  - Your Staff Lead will go over the Registration Plan for both days with you & the rest of the Leadership Team.
  
- **FAMILY PARTNER LOGISTICS MEETING MONDAY MORNING:**
  - During this meeting, you will make sure all retreat attendees know your face and phone number.
  
- **MEDICAL CARE:**
  - As the Medical Lead, you will be available to assess situations as they arise day and night. You will tend to any injuries, insect bites, allergies, and fevers as needed for RFs and FPs. You will treat appropriately, verifying medications given as cleared by the parents. If the situation needs more advanced medical care, you will notify the Staff Lead immediately so they can assist in making the necessary arrangements. Contact information for local medical facilities is in the back of this manual. Common Ground Leaders should also be notified if a Retreat Family needs to go to the hospital or Urgent Care.
  
- **ILLNESS GUIDELINES:**
  - If any symptoms are noted by anyone, you will assess the symptomatic person prior to them having any contact with RF's or FP's on the retreat. You will determine what course of action needs to be taken to ensure the whole retreat is safe. You will share your assessment with the Staff Lead and come up with a plan depending on the situation and symptoms.

- **MEDICATIONS:**

- A medication form will need to be completed by the parent for any child requiring routine medications to be given during Flip Flop or if required to carry an Epi-pen as a precaution for allergies. Retreat Family Manager will obtain this form from the parents prior to the retreat, however the medical lead needs to confirm we have one, if not, you will gather this information when the family arrives.

- **CHEMOTHERAPY OR BLOOD DRAWS:**

- As the Medical Lead, you will not be asked or required to give any IV Chemotherapy or draw blood during the retreat. If the child on treatment requires chemotherapy during a retreat, they will need to reschedule their retreat or make arrangements with a local hospital at their doctor's discretion. Lighthouse Family Retreat Staff, Leadership or any Family Partners will not take on the responsibility of administering any Intravenous chemotherapy medications or drawing blood, even if you feel comfortable doing this. Lighthouse Family Retreat is not legally covered to do more than basic first aid.

- **FLIP FLOP TIME:**

- You are to be readily available throughout the morning. All FPs will have your phone number and be able to contact you at any time. You will periodically check on each Flip Flop Group to assure they are hydrating and reapplying sunscreen. Be sure to check on any child that is "fragile" frequently during this time and notify Staff Lead if you have any concerns. If a child is sick and needs to be quarantined during Flip Flop, be sure to work with the Family Partner Lead, Flip Flop Lead, and Staff Lead to arrange coverage for both child & Flip Flop Group.

- **ALLERGIES & EPI PENS:**

- We try to find out all allergies ahead of time but sometimes parents forget to inform us. You will be responsible to ask about allergies for both FP and RF. Please share with your leadership team any serious allergies and work with them to come up with a plan if needed.

- **INCIDENT REPORTS:**

- Any injury that requires more than a Band-Aid, or illness that requires medication needs to be documented in an Incident Report. Any time a child or adult goes to the hospital for injury or illness during the retreat, an incident report should be completed. If an injury of any kind happens when the child's parent is not there (FF, Un-Birthday), please touch base with the parents upon their return and let them know what happened. A template is in the back of this manual and copies will be provided in your retreat paperwork folder. All incident reports should be turned into the staff lead at the end of the week.

- **EVENING ACTIVITIES:**

- Your main responsibility during the evening activities is to be available for any first aid needs or emergencies. You may be asked to give a child PO medication during Parents Night Out, otherwise, parents should be distributing their child's medications throughout the week. As noted above, parents need to complete a Medication form for any prescription medication you give and it should be in the original container.

- **INVENTORY:**

- On Thursday of the retreat, complete an inventory check of all first aid supplies in the backpack and your medical bin. Please turn in this inventory check to your Fulfillment intern.

- **END OF RETREAT:**

- Please leave the medical backpack in a neat and tidy fashion for the following retreat. Please give the backpack & bin directly to the staff lead prior to leaving. The supply bin should be left in the storage space/preschool room.

**\*\*\* YOU ARE AVAILABLE DAY & NIGHT FOR ANY MEDICAL EMERGENCIES OR QUESTIONS FOR BOTH RETREAT FAMILIES & FAMILY PARTNERS.**

Please keep your phone charged and with you at all times throughout the retreat. Notify Staff Lead if you will not be available for some reason.

**PLEASE PITCH IN WHEREVER NEEDED THROUGHOUT THE DAY WHEN NOT BUSY WITH A MEDICAL NEED.**



# Medical Lead Schedule

## SUNDAY

- **6:00 PM**
  - Leadership/Family Partner Drive Through Registration – Family Partner Lead, Staff Lead and Logistics Lead will welcome you as you drive through registration to get your housing information
  - Eat before you arrive
  - Begin inventory of Medical bag and supply bin
    - Medical bag will be in your room
    - Supply bin will be stored in the storage space/preschool room
  
- **7:30 PM**
  - FP Gathering at the tent
    - FP and Leadership intros
    - Dessert Served
  
- **8:30 PM**
  - Leadership Meeting

# MONDAY

- **7:00-9:00 AM**
  - Breakfast in the dining hall (go anytime between these hours)
- **9:00 AM**
  - Leadership Prayer time
  - With the Flip Flop Lead, plan to catch all FP's this morning
    - Flip Flop Lead will hand out swim bands
    - Medical Lead will confirm allergies
- **9:30 AM**
  - Family Partner Logistics meeting
    - You will be re-introduced.
      - Make sure you give your phone number and give everyone time to add you to their phone.
      - FP's that haven't checked in about allergies should meet with you after the meeting
      - Remind everyone you are there for all RFs, FPs and Leadership. You have first aid supplies, however if you need over-the-counter medication on a regular basis, there are pharmacy's in the area.
      - Explain the process if someone isn't feeling well, please stay put and you will come to them to assess.
      - Staff Lead will be communicating all safety procedures during this meeting
- **11:00 AM**
  - Merch sale
- **12:00 PM**
  - Lunch on your own
- **4:00 PM**
  - Retreat Family Housing set-up / Prayer Walk
- **4:45 PM**
  - Be in place for RF Registration
- **5:00 PM**
  - Retreat Family Registration/Drive Through
    - Plan to be at registration as support, feel free to wave and help create excitement as RFs arrive, but please hold off on introductions until dinner

- **5:45 PM**
  - FPs go pick up RFs – everyone meet at the tent for the Blessing song!
  
- **6:00 PM**
  - Dinner in the dining hall
    - Dinner immediately followed by games, music at the tent
    - Check in with any RFs that you did not get to greet before dinner to introduce yourself, share your contact info, confirm allergies and medical concerns
  
- **7:00 PM**
  - Plan to be at a table near the tent with the Flip Flop Lead to greet RF's.
    - As RF's arrive introduce yourself, share your contact info, confirm allergies and medical concerns.
    - FF Lead will pass out swim bands and FF bands.
  - Please notify all Leadership of any allergies/special needs that were not documented prior to arrival.
  
- **8:00 PM**
  - Refuel
  
- **9:00 PM**
  - Leadership Meeting

## TUESDAY

- **7:00-9:00 AM**
  - Breakfast in dining hall (go anytime between these hours)
- **8:45 AM**
  - Leadership prayer time
- **9:00 AM**
  - Bullet Points with FP's
  - **As they arrive for Morning Watch, be ready to greet any RF's you didn't meet Monday night to introduce yourself and check allergies**
- **9:30 AM**
  - Morning Watch
- **10:00 AM**
  - Flip Flop / Common Ground
    - Flip Flop – You will circulate & check on Flip Flop Groups and encourage hydration & sunscreen. Be sure to check more often on any fragile children.
- **12:00 PM**
  - Everyone stays at tent from 12-12:25, kids play on lawn
    - Worship will lead everyone in Blessing song at 12:25 and dismiss for lunch
- **12:30 PM**
  - Lunch in dining hall
- **1:30 PM**
  - Leadership meeting
    - Leadership Team photo will be taken
  - Conched Out Time – your time to rest however always have your phone handy in case anyone has a medical need.
- **5:30 PM**
  - Dinner under the tent – assist where needed
- **7:00 PM**
  - Dad's Poker Night
- **8:00 PM**
  - Flip Side – for Sharks and Starfish only

## WEDNESDAY

- **7:00-9:00 AM**
  - Breakfast in the dining hall (go anytime between these hours)
- **8:45 AM**
  - Leadership Prayer time
- **9:00 AM**
  - Bullet Points with FP's
- **9:30 AM**
  - Morning Watch
- **10:00 AM**
  - Flip Flop / Common Ground
    - Flip Flop – You will circulate & check on Flip Flop Groups and encourage hydration & sunscreen. Be sure to check more often on any fragile children.
- **12:00 PM**
  - Everyone stays at the tent from 12-12:25, kids play on lawn
    - Worship will lead everyone in Blessing song at 12:25 and dismiss for lunch
- **12:30 PM**
  - Lunch in dining hall
- **1:30 PM**
  - Conched Out
- **4:30 PM**
  - Be on hand to assist – Family Partners pick up Retreat Family kids and take them to the common area room to make mom's cards. After that, kids can play behind the preschool rooms until dinner.
- **6:00 PM**
  - Un-birthday Party & Dinner at tent
- **7:30 PM**
  - Un-Birthday Party ends
    - Be available for any pairings that need an extra adult

- **8:00 PM**
  - Leadership Meeting
  
- **8:30 PM**
  - Parents Return
  
- **8:45 PM**
  - Refuel

## THURSDAY

- **7:00-9:00 AM**
  - Breakfast in the dining hall (go anytime between these hours)
  
- **8:45 AM**
  - Leadership Prayer time
  
- **9:00 AM**
  - Bullet Points with FPs
  
- **9:30 AM**
  - Morning Watch
  
- **10:00 AM**
  - Flip Flop / Common Ground
    - Flip Flop – You will circulate & check on Flip Flop Groups and encourage hydration & sunscreen. Be sure to check more often on any fragile children.
  
- **12:00 PM**
  - Everyone stays at the tent from 12-12:25, kids play on lawn
    - Worship will lead everyone in Blessing song at 12:25 and dismiss for lunch
  
- **12:30 PM**
  - Lunch for all FPs, kids, and RF dads in dining hall
  - Mom's Lunch at Common Ground house
  
- **1:00 PM**
  - Mom's lunch ends
  
- **1:30 PM**
  - Unplugged begins
  - Please fill out your inventory sheet on the medical backpack
    - This will be turned in on Friday to Fulfillment
  
- **5:00 PM**
  - Dinner on your own

- **7:30 PM**
  - Night of Worship
  
- **9:00 PM**
  - Leadership meeting OR SL will decide to have early Friday morning

## FRIDAY

- **7:00-9:00 AM**
  - Breakfast in the dining hall (go anytime between these hours)
- **8:45 AM**
  - Leadership Prayer time
- **9:00 AM**
  - Bullet Points with FP's
  - Give Inventory Sheets to the Fulfillment Intern
- **9:30 AM**
  - Morning Watch
- **10:00 AM**
  - Flip Flop / Common Ground
    - Flip Flop – You will circulate & check on Flip Flop Groups and encourage hydration & sunscreen. Be sure to check more often on any fragile children.
- **12:00 PM**
  - Everyone stays at the tent from 12-12:25, kids play on lawn
    - Worship will lead everyone in Blessing song at 12:25 and dismiss for lunch
- **12:30 PM**
  - Lunch in dining hall
- **1:30 PM**
  - Merch Sale / Conched Out
- **3:30 PM**
  - Hope Jar and Prayer Time
- **5:00 PM**
  - Refuel
- **6:00 PM**
  - Dinner in the dining hall
    - Family Fun Night on the lawn following dinner

## SATURDAY

- **7:00-8:00 AM**
  - Breakfast in the dining hall – be sure to be finished with breakfast by 8:00 AM
- **7:45 AM**
  - Give the following to your Staff Lead before you head out
    - Medical Backpack
    - **Incident Reports**
- **8:00 AM**
  - Make sure you are packed and moved out of housing
- **8:15 AM**
  - FP's help RF's load car, Hope Box & See Ya Later's at RF's car – we will not meet as a group
- **9:00 AM**
  - Thank you for an awesome week!!! Have a safe ride home!

\*\*On your way home, please complete the retreat survey you received this morning through messaging in the LFR app.

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## Retreat Locations

### **TOPS'L BEACH AND RACQUET RESORT**

9011 US-98  
Miramar Beach, FL 32550

### **EMERALD ISLE, NC**

3114 Ocean Drive (main house address)  
Emerald Isle, NC 28594

### **BRASSTOWN VALLEY RESORT**

6321 US-76  
Young Harris, GA 30582

### **TRAIL WEST**

18800 Trail West Dr  
Buena Vista, CO 81211

### **EPWORTH BY THE SEA**

100 Arthur J Moore Dr  
St Simons Island, GA 31522

### **SEA PALMS**

515 N Windward Dr  
St Simons Island, GA 31522

### **SHARPTOP COVE**

76 Camp Hope Rd  
Jasper, GA 30143

## Medical Facilities Nearby

### **TOPS'L – MIRAMAR BEACH, FL**

#### **ASCENSION SACRED HEART HOSPITAL – EMERALD COAST**

7800 US Highway 98 W  
Miramar Beach, FL 32550  
850-278-3000

#### **GULF COAST MEDICAL CENTER (FORT WALTON-DESTIN PEDIATRIC ER)**

1000 Mar Walt Dr  
Fort Walton Beach, FL 32547  
850-863-7607

#### **EMERALD COAST URGENT CARE – DESTIN**

12598 Emerald Coast Pkwy  
Destin, FL 32550  
850-654-8878  
Open 9A-6P daily

#### **STUDER FAMILY CHILDREN'S HOSPITAL @ ASCENSION SACRED HEART - PENSACOLA (PEDIATRIC ER & ONCOLOGY UNIT)**

1 Bubba Watson Drive  
Pensacola, FL 32405  
850-416-7000

### **EPWORTH BY THE SEA AND SEA PALMS – ST SIMONS ISLAND, GA**

#### **SE GA HEALTH SYSTEM – BRUNSWICK (ER has Pediatric Unit)**

2415 Parkwood Drive  
Brunswick, GA 31520  
912-466-7000

#### **URGENT MED SAINT SIMONS**

106 Retreat Village  
St Simons Island, GA 31522  
912-434-9316  
M-F 9A-6P; Sat 9A-4P; Sun Closed

#### **SOUTHEAST GEORGIA PHYSICIAN ASSOCIATES – PRIMARY CARE**

5000 Wellness Way  
St Simons Island, GA 31522  
912-466-5900  
M-F 8A-6P; Sat & Sun Closed

## EMERALD ISLE, NORTH CAROLINA

### **CARTERET GENERAL HOSPITAL**

3500 Arendell Street  
Morehead City, NC 28557  
252-499-6000  
carteretgeneral.com

### **FASTMED URGENT CARE**

3722 Bridges St  
Morehead City, NC 28557  
252-622-4033  
M-F 8A-8P; Sat, Sun 8A-4P

### **MED FIRST PRIMARY & URGENT CARE**

7901 Emerald Dr Ste 7  
Emerald Isle, NC 28594  
252-354-6500  
M, Tu, W, F 8A-5P; Sat 8A-12P  
Thur and Sun Closed

## BRASSTOWN VALLEY RESORT – YOUNG HARRIS, GA

### **CHATUGE REGIONAL HOSPITAL**

110 S Main St  
Hiawassee, GA 30546  
706-896-2222

### **UNION GENERAL HOSPITAL**

35 Hospital Rd  
Blairsville, GA 30512  
706-745-2111

### **CHILDREN'S HEALTHCARE OF ATLANTA – SCOTTISH RITE HOSPITAL**

1001 Johnson Ferry Rd NE  
Atlanta, GA 30342  
404-785-5437

### **UNION GENERAL YOUNG HARRIS CLINIC**

1155 Main St  
Young Harris, GA 30582  
706-439-6873  
M-Th 8A-5P; Fri 8A-12P; closed Sat and Sun

### **KINGS HOMETOWN WALK-IN CLINIC**

214 Young Harris St  
Blairsville, GA 30512  
706-400-2056  
M-F 8A-3:30P; closed Sat and Sun

## TRAIL WEST – BUENA VISTA, CO

### **HEART OF THE ROCKIES REGIONAL MEDICAL CENTER**

1000 Rush Dr  
Salida, CO 81201  
719-530-2200

### **HRRMC BUENA VISTA HEALTH CENTER**

28374 County Rd 317  
Buena Vista, CO 81211  
719-395-9048  
M-F 9A-6P, Sat and Sun 9A-1P

### **CHILDREN'S HOSPITAL COLORADO, COLORADO SPRINGS**

4090 Briargate Parkway  
Colorado Springs, CO 80920  
719-305-1234

### **CHILDREN'S HOSPITAL COLORADO SOUTH CAMPUS, HIGHLANDS RANCH**

1811 Plaza Dr  
Highlands Ranch, CO 80129  
720-478-1234

**SHARPTOP COVE – JASPER, GA**

**PIEDMONT MOUNTAINSIDE**

1266 GA-515  
Jasper, GA 30143  
706-692-2441

**CHILDREN’S HEALTHCARE OF ATLANTA –  
SCOTTISH RITE HOSPITAL**

1001 Johnson Ferry Rd NE  
Atlanta, GA 30342  
404-785-5437

**MAINSTREET FAMILY CARE**

1245 Noah Dr  
Jasper, GA 30143  
706-253-1954  
M-F 8A-8P; Sat and Sun 9A-4P

**PICKENS URGENT CARE & PRIMARY CARE**

744 Noah Dr  
Jasper, GA 30143  
706-692-0119  
M-Sat 9A-7P; Sun 12P-6P

## Pharmacies by Location

### MIRIMAR BEACH, FL

(All locations within 3 miles of resort)

#### **PUBLIX**

725 Grand Blvd, Sandestin, FL 32550  
850-622-3772

Mon – Fri 9am-9pm  
Saturday 9am-7pm  
Sunday 11am-6pm

#### **WALMART**

6712 Hwy 98, Santa Rosa Beach, FL 32459  
850-622-1319

Mon – Fri 9am-7pm  
Saturday 9am-7pm  
Sunday 10am-6pm

#### **CVS**

130 Scenic Gulf Dr, Miramar Beach, FL 32550  
850-837-3999

Mon – Fri 9am-8pm  
Saturday 9am-6pm  
Sunday 10am-5pm

Closes Daily 1:30pm-2pm for lunch

#### **WALGREENS**

34909 Emerald Coast Pkwy, Destin, FL 32541  
850-654-7291

Mon – Fri 8am-8pm  
Saturday 9am-6pm  
Sunday 10am-6pm

Closes Daily 1:30pm-2pm for lunch

### EMERALD ISLE, NC

#### **CVS**

(5.3 miles west) – 252-354-3072  
300 Mangrove Rd, Emerald Isle, NC 28594

Mon – Fri 9am-7pm  
Saturday 10am-6pm  
Sunday 11am-5pm

Closes Daily 1:30pm-2pm for lunch

#### **WALGREENS**

(8.3 miles west) – 252-393-2031  
201 WB McLean Dr, Cape Carteret, NC 28584

Mon – Fri 8am-7pm  
Saturday 10am-6pm  
Sunday 10am-6pm

Closes Daily 1:30pm-2pm for lunch

#### **WALMART**

(18.4 miles east) – 252-247-2501  
300 N Hwy 24, Morehead City, NC 28557

Mon – Fri 9am-7pm  
Saturday 9am-6pm  
Sunday 10am-6pm

## ST SIMONS ISLAND, GA

### CVS

1650 Frederica Rd, St Simons Island, GA 31522  
912-638-7732

Closes Daily 1:30pm-2pm for lunch

Mon – Fri	9am-8pm
Saturday	9am-6pm
Sunday	10am-6pm

### CVS

30 Market Street, St Simons Island, GA 31522  
912-634-0357

Closes Daily 1:30pm-2pm for lunch

Mon – Fri	9am-7pm
Saturday	9am-6pm
Sunday	10am-6pm

### ST SIMONS DRUG COMPANY

209 Longview Plaza Driveway  
St Simons Island, GA 31522  
912-638-8676

Mon – Fri	9am-6pm
Saturday	9am-5pm
Sunday	Closed

## YOUNG HARRIS, GA

### HIAWASSEE HOMETOWN PHARMACY

230 Chatuge Way, Hiawassee, GA 30546  
706-896-1924

Mon – Fri	9am-6pm
Saturday	9am-1pm
Sunday	Closed

### INGLES

94 N Main St, Hiawassee, GA 30546  
706-896-4489

Mon – Fri	9am-7pm
Saturday	11am-5pm
Sunday	12pm-4pm

## BUENA VISTA, CO

### CITY MARKET PHARMACY

438 US Hwy 24 N, Buena Vista, CO 81211  
719-395-3149

Closes Daily 1pm-1:30pm for lunch

Mon – Fri	9am-7pm
Saturday	9am-6pm
Sunday	10am-5pm

### BUENA VISTA DRUG

403 US-24, Buena Vista, CO 81211  
719-395-2481

Mon – Fri	9am-6pm
Saturday	9am-4pm
Sunday	Closed

## JASPER, GA

### JASPER DRUG STORE

1 N Main St, Jasper, GA 30143  
706-692-6427

Mon – Fri 8am-6pm  
Saturday 9am-1pm  
Sunday Closed

### WALMART

1100 Old Philadelphia Rd, Jasper, GA 30143  
706-301-9076

Mon – Fri 9am-7pm  
Saturday 9am-7pm  
Sunday 10am-6pm

### CVS

266 E Church St, Jasper, GA 30143  
706-692-3423  
Closes Daily 1:30pm-2pm for lunch

Mon – Fri 9am-8pm  
Saturday 9am-6pm  
Sunday 10am-6pm

### WALGREENS

199 E Church St, Jasper, GA 30143  
706-253-9237  
Closes Daily 1:30pm-2pm for lunch

Mon – Fri 9am-8pm  
Saturday 9am-6pm  
Sunday 10am-6pm

### KROGER

115 Bill Wigington Pkwy, Jasper, GA 30143  
706-692-1255

Mon – Fri 8am-8pm  
Saturday 9am-6pm  
Sunday 10am-5pm



# Lighthouse

FAMILY RETREAT

## Lighthouse Family Retreat Accident/Illness Report

### DIRECTIONS:

1. Notify the Lighthouse Staff Lead of any incidents/illnesses.
2. Document that the parent was informed if an incident happened outside the parents' care.

### TO BE COMPLETED BY THE LIGHTHOUSE MEDICAL LEAD

**PARTICIPANT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION OF ACCIDENT:** \_\_\_\_\_

**TIME OF ACCIDENT:** \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Headache           | <input type="checkbox"/> Vomiting/Diarrhea   | <input type="checkbox"/> Fever          |
| <input type="checkbox"/> Stomach ache       | <input type="checkbox"/> Nosebleed           | <input type="checkbox"/> Injury         |
| <input type="checkbox"/> Ear ache           | <input type="checkbox"/> Sore Throat         | <input type="checkbox"/> Head/Face Bump |
| <input type="checkbox"/> Eye Complaint      | <input type="checkbox"/> New Bug Bites/Sting | <input type="checkbox"/> Head Check     |
| <input type="checkbox"/> Breathing Problems | <input type="checkbox"/> Skin Problems/Rash  | <input type="checkbox"/> Other          |

### DESCRIPTION:

\_\_\_\_\_

### ASSESSMENT/ACTION TAKEN:

- |  |   |
|--|---|
| <input type="checkbox"/> Medication Given: _____     | <input type="checkbox"/> Returned to activities         |
| <input type="checkbox"/> Temperature Check: _____    | <input type="checkbox"/> Referred for treatment/testing |
| <input type="checkbox"/> Cleaned and bandaged: _____ |   |
| <input type="checkbox"/> No action taken: _____      |   |

**COMMUNICATED WITH PARENT/GUARDIAN**

**TIME:**

**NOTES ON THE RESULT:**

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**LIGHTHOUSE STAFF SIGNATURE:** \_\_\_\_\_