

REQUIRED REPORTS FOR INJURY AND ILLNESS, COMAR 10.16.06.25

Make Report To: ⇨ Type:	Minor's Parent/Guardian	Health Supervisor	DHMH	Health Log or Personal Health Record
Injury or illness that results in death, requires CPR, or admission to a hospital	Immediately	Immediately	Verbally within 24 hours and submit the Report Form* within 1 week	Record same day
Injury that is treated at an off-site medical facility and has a positive diagnosis (See COMAR 10.16.06.25B)	Immediately	Immediately	Submit the Report Form* within 4 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. (See COMAR 10.16.06.25C&D)	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 Report Form* to DHMH within 1 week.	Record same day
Medication Error	Immediately	Immediately	Submit the Report Form* within 4 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. DO NOT REMOVE AGE, GENDER OR DATE/TIME OF INCIDENT.**

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