



Summer Band Camp Chaperone Instructions

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Name Badges & Chaperone Attire for Band Camp

- ⦿ First thing – please sign in. The Dividend Log Book that will be located on the Chaperone shelf. A computer may be available in the band room to log in your hours directly.
- ⦿ Please wear a chaperone badge whenever chaperoning Band Camp. This helps everyone know who is “on duty.”
- ⦿ It is going to be hot and muggy outside, so plan your attire accordingly. Moisture-wicking shirt, shorts/capris are recommended.
- ⦿ It is our tradition that chaperones wear a red shirt when chaperoning any band event. Any red shirt will do. We have beautiful band polos for purchase – a smart buy!
- ⦿ Please wear covered shoes for shifts on the field.
- ⦿ Sunglasses and a hat will complete your ensemble nicely! 😊

What to bring for yourself

- ⦿ Sunscreen
- ⦿ Bug spray
- ⦿ Snack
- ⦿ Water for your personal consumption (students are required to bring their own water).

- ⦿ Folding lawn chair for yourself on the field. Most likely you will end up “lending” it to one of the overheated students on the field, but that’s just the caring person you are!

Approximate schedule for the day:

8 am – noon: On the field

Noon – 12:45: Lunch in the cafeteria/REF room

12:45 – 3:30: Inside rehearsal, full groups and sectionals

3:30 – 5 pm: On the field. (Hottest part of the day, but it is a short time.)

Overview of responsibilities

8:00 to Noon Shift (Field Chaperones)

- ⦿ After signing in and getting your name badge, you will report to the chaperone tent on the field. Please be sure to take the necessary chaperone items, listed under “Items to take to Field”.
- ⦿ Band leadership will send you students who are overcome by the heat.
- ⦿ Please walk around the field occasionally to identify any students who might need to come to the tent to cool off. They might look unsteady on their feet, overheated or distracted.
- ⦿ Directions on how to administer aid to students is given later in this document.

Noon to 5:00 Shift (Inside & Field Chaperones)

- ⦿ After signing in/getting your name badge, please take a seat in the hallway outside the band room.
- ⦿ 12 – 12:45: Lunch time. Please accompany students to the cafeteria, with one parent remaining in the band building if any students are there. Please feel free to bring your lunch and eat with the students.
- ⦿ 12:45 – 3:30: After lunch the students will start their afternoon rehearsals. Your station will be in the hallway outside the band room. You are basically on-call if needed by the band director. Please walk around periodically to make sure all is well. Feel free to bring a book/magazine.
- ⦿ At 3 pm, please start preparing for the afternoon session on the field. Put on sunscreen, and start filling up the fans and misters with water. Accompany the students to the field at 3:30 pm.

Items to take to the Field from Chaperone Shelf (This list will be posted near the supplies)

- ⦿ First of all, please do the following:
 - a. Fill backpack-spray misters $\frac{3}{4}$ full with water. You will add ice on the field.
 - b. Fill spray fans $\frac{1}{2}$ full with water. You will add ice on the field.
 - c. Put 6 white towels in round blue cooler. Fill $\frac{1}{2}$ full of water. You will add ice on the field.
 - d. In the smaller lunch box cooler, please put 4 juice boxes, 6 Gatorades. You will add ice on the field.

- ⦿ Take these items to the field with you:
 1. Backpack spray misters
 2. Spray fans
 3. Round blue cooler
 4. Small Cooler (Lunch Box Size)
 5. Scoops for Ice
 6. Medical bag
 7. Lots of white towels
 8. Five or 6 bottles of water – for student emergencies.
 9. 5-6 packs of crackers/cookies – for student emergencies
 10. Medical log: Note Pad with Pen – typically inside medical bag
 11. Plastic grocery bags (for garbage and wet towels)
 12. Folding lawn Chairs

Items that should already be on the field when you arrive (The quartermasters will bring them out for you)

- ⦿ Chaperone Tents
- ⦿ One large orange cooler on wheels, full of Ice
- ⦿ One large blue cooler, full of Ice

At the end of the Field shift:

- ⦿ At end of your shift, please bring everything you took outside back to the band room.
- ⦿ Empty out the fans and back-pack misters and set them to dry. The morning shift can leave clean towels in the towel cooler for the afternoon.
- ⦿ Please make sure that the medical bag is straightened up and re-stocked (if necessary).
- ⦿ Place all used towels in plastic bag on Chaperone Shelf in band room for washing overnight. If you can wash them overnight, please offer to do so 😊

Getting organized when you arrive on the field: (Mornings & Early Evenings)

1. When you get to the field for each shift, please get the supplies iced:
 - a. Towels: Fill the round blue cooler of towels with ice. These towels will be used for students who become dehydrated and need to cool off.
 - b. Fill the lunch box cooler of juice and Gatorade with ice.
 - c. Fill the backpack sprayers (with water already in them) up the rest of the way with ice. This is to create a refreshing spray of cold mist!
 - d. Fill water fans (with water already in them) with – you got it! -- ice.

- e. Put the 5-6 bottles of water in the orange cooler to chill.
2. Designate which parent will record in the medical log. Now you are ready!

Students and Water/Ice

- ⦿ Students shall be responsible to bring their OWN water jugs and/or camelbacks. We want to help them learn to be responsible for themselves.
- ⦿ Near the end of the shift, when we are sure we can spare it, we can provide students with ice for their water jugs/camelbacks with ice from the large orange cooler during breaks. Chaperones should be the ones scooping out ice with the scoop. Do not allow students to put their hands in the ice, as that contaminates the ice.
- ⦿ Students may re-fill their own water containers in the band room or the bathroom.

Your responsibility on the field:

Your primary responsibility is to provide first aid to students. Their safety and health is our first priority. During the first days of band camp, we sometimes have up to 10 students at a time sheltering under the tents. Later in week, once they build up heat tolerance and realize they need to eat a substantial breakfast, these numbers get reduced considerably.

What to do when a student comes to the chaperone tent for aid: Cool down and hydrate.

When a student comes to the tent:

1. Ask them to sit down in the shade.
2. Ask them what is wrong (Typical responses: feeling very hot, feeling nauseous, seeing spots)
3. Ask them to drink their water. Provide water/juice/Gatorade if they do not have water.
4. Provide them with an iced towel for their forehead. Spray them on their face, arms and legs, and fan them if possible.
5. If they are feeling nauseous, place them so that they are sick away from the seating area.
6. Loosen clothing if necessary, make sure their hair is off their neck.
7. Once they are feeling better, ask them what they ate for breakfast. Many students have not eaten a sufficient breakfast to fuel themselves for the day. Coach them to eat a more substantial breakfast tomorrow. Recommendations for a healthy breakfast are on the band website, please be familiar with them.
8. If they have not eaten breakfast, provide them with a packet of crackers/cookies.
9. Reassure them that they will be OK, that this happens to anyone, there is no shame in getting overheated and their body will get used to the heat.
10. Check in on them periodically and return them to the field ASAP. The occasional student will want to remain under the tent to avoid learning how to march. Reassure them and send them back out as soon as they have recovered.
11. Some students will need to be taken indoors and given further care in a cooler environment. (More information on this later in this document.) We typically have a chaperone with nurse's training on duty. Please call the student's parent if they need to be picked up. A chaperone must remain with recovering students in the band room.

Everything must be documented in the Medical Log - Student's name, time they came off the field, what you did, time back to the field, etc.

- ⦿ Please walk around the field offering to spray down students, and spray them during breaks.
- ⦿ For sanitary reasons, PLEASE DO NOT RE-USE TOWELS. Once used, hang them to dry in the sun, put them in a plastic bag to be washed overnight.

Signs & Symptoms of Heat Exhaustion:

- ⦿ heavy sweating
- ⦿ paleness
- ⦿ muscle cramps
- ⦿ tiredness
- ⦿ weakness
- ⦿ dizziness
- ⦿ headache
- ⦿ nausea or vomiting

Signs & Symptoms of Heat Stroke:

THIS IS A TRUE EMERGENCY AND STUDENT NEEDS IMMEDIATE MEDICAL CARE!

- ⦿ Severe headache
- ⦿ Hot, dry skin without sweat
- ⦿ High pulse rate
- ⦿ High body temperature
- ⦿ Fatigue or sluggishness
- ⦿ disorientation, agitation or confusion
- ⦿ seizure
- ⦿ loss of consciousness
- ⦿ rapid heart beat
- ⦿ hallucinations

Treat with these additional steps:

- As soon as possible, take the student inside to a cooler environment.
- Have the student lie down with their feet slightly elevated to ensure blood flow to the head.
- Apply ice packs to the back of the neck and armpits. Put up student's hair in a ponytail if necessary, so that the back of the neck can cool off. Mist and fan student.
- Remove student's socks and shoes to allow feet to cool.
- Calm and reassure them.

More information on the medical care of students:

- ⦿ The Medical Book, with current "Student Medical & Parent Contact Information" for all students is in the medical bag.
- ⦿ School Board Policy states that "Chaperones are prohibited from dispensing any medication;" even for headaches and also that "Students are prohibited from sharing medication."

- ⦿ Some students have medical issues like severe allergies to food/bees, diabetes or asthma that can result in a medical emergency on campus. It is the parent's responsibility to inform the band director/chaperone coordinators about any medical issues ahead of time, and provide the student with any necessary remedies. The appropriate paperwork must be on file with the school main office.
- ⦿ It is the student's responsibility to have quick access to those remedies at all times. (e.g. in case of allergy, the Epi-pen must be outside on the field with the student, not secure in their band locker.) Chaperones will gladly store the supplies for the student under the shade tent during Band Camp.
- ⦿ If a student becomes too sick to stay at band camp - once the situation has been assessed by the chaperone and the Band Director, the student's parent should be called.
- ⦿ In case of immediate emergency, use your parental discretion and call 911 if necessary. Inform the director of this action immediately.

Thank you in advance for your commitment & support to the Marching Rams!!!

We are looking forward to another **FANTASTIC** week at Band Camp, and the students couldn't do it without
YOU!!!!