

OFFICE OF THE BOARD OF HEALTH

Natick Health Department

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14-Day Advance Required Documents Checklist

The following documents must be submitted to the Natick Health Department **fourteen (14) days** in advance of camp opening inspection.

- Staff Health and Immunization Records (105 CMR 430.151A)
- Campers Health and Immunization Records (105 CMR 430.151B)
- Documentation of Required Staff Certifications (CPR/First Aid) (105 CMR 430. 100; 430.101; 430.103)
 - NO ONLINE CERTIFICATION for CPR/FIRST AID will be accepted
- Any other certifications related to Specialized High Risk Activities (105 CMR 430.103).
- Documentation of background review of all staff (CORI/SORI) (105 CMR 430.090)
 - Expanded CORI to include juvenile records
- Documentation of all staff orientation and training (105 CMR 430.091)
 - Must include head injury training
- Camp Roster
- Staff Roster
 - Include staff roster who participated in the training by the Health Care Consultant (HCC).
- Health Care Consultant (HCC) Agreement (105 CMR 430.159).
- Health Care Policy reviewed and initialed by HCC (105 CMR 430.159).
- HCC signature on written orders to be followed by the on-site Health Care Supervisor (HCS) (105 CMR 430.159).
- HCC Acknowledgment of On-Site Medications (105 CMR 430.160).
- Competency test or content standards on the training for HCS and staff who are assigned to administer an epinephrine auto-injector (105 CMR 430.160).
- Copy of the HCS license and/or certifications.
 - On-Line computer training for the entire course does not meet the requirements for practical First Aid and CPR certifications.
- Fire evacuation plan approved by the Natick Fire Department. Contact: 508-647-9552. (105 CMR 430.210).
- Written statement of compliance from the Natick Fire Department (105 CMR 430.215).
- Copy of Certificate of Inspection issued by the Natick Building Department. Contact: 508-647-6450 (105 CMR 430.451).