



Health and Wellness Log

Program Name: _____ Dates: _____

Crew Leaders: _____

This log is to track the health and wellness of you and every member of your crew. Utilize this log daily to record health, illnesses, injuries, medication usage and behavioral issues/trends.

It is essential to review your crew members medical forms prior to the start of your crew. You do not need to print out the full medical form from MySCA but you will need computer access to review their medical form and transpose medical information into this health log. Complete and accurate information is essential for you and/or other health professionals to diagnose and care for your crew.

The Health and Wellness Log is a legal record crew leaders keep when assisting crew members with medication therapy. ***As such, crew leaders must follow the rules for documentation of medication use and be diligent with the documentation of general crew member health, affect, water/food intake, and any other relevant information.*** It is essential that all crew leaders complete the Health and Wellness Log for their crew in the prescribed manner and do not deviate from it.

Before your program, crew leaders must:

- Complete each section for each member with name, any routine medications, the dosages, and time to take meds.
- Document any allergies, current medical issues, and any listed accommodations.

During your program, crew leaders must:

- Ask crew members on Day 1 if there have been any changes to their health or medications since they filled out their medical form and check for new medications
- Complete each box for every crew member every day
- Document the time every time a member takes a routine medication
- Document the time, medication name and dosage every time a member takes an over-the-counter medication
- Document all signs and symptoms of injury and illness

Crew leaders should also use the Health and Wellness Log to:

- Document water intake
- Document food intake
- Document behavioral or motivational issues

All medications brought to the field should be listed on a member's medical form. If your member informs you prior to or at the start of your program of a new medication or medical condition that is not listed on any of his or her medical forms, you must contact Amberleigh Hammond in Risk Management (303-717-4296 or ahammond@thesca.org) or your coordinator. If you are unable to reach Amberleigh or your coordinator you can contact SCA's 24-Hour Contact Line (800-967-6449/800-YOSOGGY) to report the new medication.

Crew Leaders will also assist with medication therapy for all other medications including, prescribed and over-the-counter. This means crew leaders oversee members taking their own medication. Overseeing means that crew leaders watch members take their medications as per doctor's instruction. Crew members should handle their own medications while crew leaders document time it was taken. If for some reason, a prescribed medication wasn't taken, this also must be documented with an explanation why. If a crew member is not compliant with taking routine medication, crew leaders should call SCA to file an incident report.

Health and Wellness Log Example

Name	Amanda	William	Nancy	Mark	Kim	Andrew
Date: June 21, 2014	Good attitude, Food and H2O OK. An upset stomach at end of day.	Didn't take 2 meds this AM b/c of vomiting. Doing somewhat better by PM, evening meds taken	Better today. A bit tired. Small appetite and didn't feel well. No vomiting but nauseous all day.	Back to normal food/water intake and good energy.	Did a really nice job of being the safety officer and reminding people to re-apply sunscreen and drink water.	Sunburned again on face and back of neck. Had a talk about self-care and using sunscreen.
	M1 <u>7 AM</u> ____ <u>6 PM</u>	M1 <u>none</u> ____ <u>6 PM</u>	M1 <u>7 AM</u> ____ <u>6 PM</u>	M1 <u>7 AM</u> ____ <u>6 PM</u>	M1 ____ ____ ____	M1 ____ ____ ____
	M2 <u>8 AM</u> ____ <u>6 PM</u>	M2 ____ ____ <u>6 PM</u>	M2 <u>8 AM</u> ____ ____	M2 <u>8 AM</u> ____ ____	M2 ____ ____ ____	M2 ____ ____ ____
	M3 <u>7 AM</u> ____ <u>6 PM</u>	M3 <u>8 AM</u> ____ <u>6 PM</u>	M3 <u>7 AM</u> ____ ____	M3 <u>7 AM</u> ____ ____	M3 ____ ____ ____	M3 ____ ____ ____

Please reference the following sections in the Field Operation Standards for more information:

- Managing Behavioral Challenges
- Managing Medical Conditions in the Field
- Incident Reporting/Near Miss Reporting
- First Aid Section/Evacuation Criteria

This is a confidential document. Only crew leaders should have access to it. It should be stored and carried as securely as possible.