

**902 KAR 10:040**  
**Kentucky Youth Camps**  
 Regulation Updates 2018




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**Effective Dates**

- Senate Bill 236
  - Passed during Legislative Regular Session 2017, codified as KRS 194A.380-383
  - Required background checks for prospective employees, contractors, and volunteers at KY Youth Camps
- KY Youth Camp Regulation 902 KAR 10:040
  - Regulation was opened for amendments to add KRS 194A.380-383 requirements
  - Further amendments were made during the public comment period
  - Regulation was passed at Final Regulation hearing held Monday, August 13th, 2018

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**Regulation Updates: Definitions**

Section 1. Definitions.

(2) "Camp" or "youth camp":

- a) Means an area, parcel, or tract of land, under the control of a person on which facilities are established, maintained, or operated for recreational, educational, or vacation purposes for five (5) or more children to attend no longer than two (2) weeks, either free of charge or for payment of a fee;

Clarifies the definition by specifying that a child attends a youth camp “no longer than 2 weeks”.

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**Regulation Updates: Definitions**

Section 1. Definitions.  
 (2) "Camp" or "youth camp":  
 (b) Includes a:

1. Day camp;
2. Primitive or outpost camp; or
3. Residential camp; and

Separates out the definition of a Day Camp;  
 Primitive or outpost camp; and Residential camp.

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**Regulation Updates: Definitions**

Section 1. Definitions.  
 (2) "Camp" or "youth camp":  
 (c) Does not include a

1. Camp, campsite, or camping session operated solely for family or adult camping;
2. Privately owned camp or campsite intended for the sole use of the owner, their family, or invited guests;
3. Weekend or similar overnight troop or trip camping activities conducted by an organized youth troop or association of less than seventy-two (72) hours duration, and not a part of an established youth camp operating session;
4. Facility that is operated as an instructional studio or center that provides lessons or other activities for school age children individually or collectively during parents' working hours, before or after school, or during school vacation periods;
5. A vacation bible school, bible day school, or similar activity held in a church for school age children individually or collectively during parents' working hours, before or after school, or during school vacation periods; or
6. A wilderness camp licensed as a private child caring facility pursuant to 922 KAR 1:460.

Further clarifies what a youth camp is not by definition by adding items 4, 5 and 6.

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**Permit Renewals**

- Permitted establishments that are affected by the clarification of the Youth Camp definition Section 1 Paragraph 2 of 902 KAR 10:040 are not eligible for permit renewals after December 31, 2018.

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### Regulation Updates: Definitions

Section 1. Definitions.

(6) "Day camp":

(a) Means a camp operated for all or part of the day; and

(b) Does not include:

1. Overnight lodging of campers; or
2. A camp operating at a facility under a different cabinet license or permit or that is already subject to routine sanitation and safety inspection by the cabinet.

- For example, schools or other facilities that already hold a permit with the Cabinet.

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Section 1. Definitions.

(7) "Disqualifying offense" means, pursuant to KRS 194A.380, a conviction of or a plea of guilty to a:

- (a) Criminal offense against a minor;
- (b) Sex crime; or
- (c) Violent offense.

- Language directly from SB 236 as reasons why someone may not be employed by or volunteer at a youth camp.

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### Regulation Updates: Permits

Section 2. Permits.

(1) A permit to operate a youth camp issued pursuant to this administrative regulation shall not exempt a child-care facility or program from the licensure required by 922 KAR Chapter 2.

- This is a clarification that a facility that has a youth camp permit is not exempt from having a child-care facility licensure under 922 KAR Chapter 2.

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**Regulation Updates: Camp Facilities**

Section 5. Camp Facilities.

(1) All camp structures used for human occupancy or assembly, and all electrical, heating, ventilating, air conditioning, plumbing, and lighting systems in those structures shall be designed and constructed pursuant to 815 KAR 7:120, Kentucky Building Code. ~~f, except for tents, which shall meet federal flammability standards.~~

- There are currently no federal flammability standards for tents; therefore, this requirement was removed from regulation.

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**Regulation Updates: Camp Facilities**

Section 5. Camp Facilities.

(5) All structures used as sleeping quarters shall have all outer openings screened or protected to prevent the entry of insects and other vermin.

- Facilities are required to have all outer openings screened in sleeping quarters.

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**Regulation Updates:**

Section 7. Personal Hygiene Facilities.

(4) Hot and cold or tempered water service shall be provided to all lavatories and showers, and approved temperature limited devices meeting State Plumbing Code requirements in 815 KAR Chapter 20 shall be used to prevent delivery of water at a temperature above 120 degrees Fahrenheit.

- Added the citation for the State Plumbing Code
- Clarified a maximum water temperature reading of 120 degrees Fahrenheit

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**Regulation Updates:**

Section 7. Personal Hygiene Facilities.

(9) All windows used for room ventilation shall be screened and outer openings protected in toilet and personal hygiene facilities.

- Windows are required to be screened in toilet and personal hygiene facilities.

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**Regulation Updates:**

Section 8. Sewage and Waste Water Disposal.

(2) If a public sewer system is not available, disposal shall be made into a private sewage disposal system designed, constructed, and operated pursuant to the requirements of the cabinet in 902 KAR 10:085 and the Energy and Environment Cabinet in KAR Title 401.

(3) If a public sewer system subsequently becomes available, connections shall be made to it and the camp sewer system shall be discontinued upon failure of the private system.

- Added regulation citations for sewage and waste water disposal.
- Further clarified that "upon failure of the private system", the facility must connect to sewer system if it becomes available.

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**Regulation Updates:**

Section 9. Water Supply System.

(1) The water supply shall be potable, adequate, and from an approved public supply of a municipality or water district if available.

(2) If a public water supply of a municipality or water district is not available, the supply for the camp shall be developed and approved pursuant to applicable requirements of the Energy and Environment Cabinet in KAR Title 401;

(3) If a public water supply of a municipality or water district subsequently becomes available, connections shall be made to it and the camp supply shall be discontinued.

(4) Adequate drinking fountains meeting State Plumbing Code requirements: in 815 KAR Chapter 20 or portable drinking water containers of an approved type shall be used with-in the camp. Common drinking cups, glasses, and vessels shall be prohibited.

(5) If portable drinking water containers are used, they shall be easily cleanable, kept securely closed and designed so that water is withdrawn from the container only by water tap or faucet and shall be maintained in a sanitary condition.

(6) All ice used shall be from an approved source of water, in accordance with Title 401 KAR and 902 KAR 45:005, and shall be handled and stored in a manner to prevent contamination. If ice is made on the premises of any camp, the ice-making machine shall be of approved construction in accordance with 902 KAR 45:005, and the water shall be of the same bacteriological quality as approved drinking water.

- Cleaned up some wording and added citation of the current Food Code and EEC's regulations on water quality.

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**Regulation Updates:**

Section 10. Refuse Handling.

(1) The storage, collection, and disposal of refuse shall be conducted to avoid a health hazard, rodent harborage, insect breeding area, accident or fire hazard, or air pollution violation and shall conform to all other requirements of the Energy and Environment Cabinet in KAR Title 401.

(2) All refuse shall be stored in flytight, watertight, rodent proof containers, and containers shall be emptied and cleaned at a frequency necessary to prevent a nuisance.

(3) Container storage that has been approved by the local health department shall be provided and shall be designed and maintained to avoid a nuisance.

(4) All refuse containing garbage shall be collected at least once per week or more often if necessary.

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**Regulation Updates:**

Section 11. Maintenance of Animal Facilities.

(1) Barns, stables, corrals or other structures used to house animals shall be located at least 500 feet from any sleeping, eating, or food preparation area. Tie-rails or hitching posts shall not be located within 200 feet of a dining hall, kitchen, or other place where food is prepared, cooked, or served.

(2) Barns, stables, and corrals shall be located on a well-drained sloping area and situated to prevent contamination of any water supply.

(3) a) Manure shall be removed from barns, stalls, and corrals as often as necessary to prevent a fly problem. Fly repellents or other precautions shall be used to prevent these shelters from attracting flies or becoming a breeding place for flies.

b) Manure disposal shall be handled in a manner that does not create a nuisance or contaminate surface or groundwater.

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**Regulation Updates:**

Section 12. Swimming Facilities and Recreational Water Activities.

(1) A public swimming and bathing facility shall comply with 902 KAR 10:120.

(2) All small craft and boating activities shall be conducted in compliance with requirements of the Tourism, Arts, and Heritage Cabinet, pursuant to 301 KAR Chapter 6.

(3) All swimming and small craft and boating activities shall be under the supervision of a person holding a current American Red Cross Lifeguard Certification or its equivalent at all times.

- New citation due to Cabinet name change.

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### Regulation Updates:

Section 13. Insect, Rodent and Pest Control.

(1) Grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestations. Extermination methods and other measures to control insects and rodents shall be pursuant to **KAR Title 302**

(2) Camps shall be maintained free of accumulations of debris that can provide rodent harborage or breeding places for other pests.

(3) Storage areas shall be maintained to prevent rodent harborage. Lumber, pipe, and other building materials shall be stored at least one (1) foot above the ground.

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### Regulation Updates:

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.

(2) (a) Pursuant to KRS 194A.382, the camp operator shall require a **prospective employee, contractor, or volunteer to complete the form DPP-156 pursuant to 922 KAR 1:470, Section 3.**




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### Regulation Updates:

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.

(2) (b) ***The prospective employee, contractor, or volunteer shall submit a letter to the camp operator from the cabinet stating that a background check of child abuse and neglect records maintained by the cabinet has not revealed any findings of substantiated child abuse or neglect prior to the individual's presence at the camp or involvement in any program of the camp. The applicant, contractor, or volunteer shall submit to the camp operator a letter from the cabinet stating that the individual has no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the cabinet prior to the individual's presence at the camp or involvement in any program of the camp.***

- A letter must be submitted to the camp operator by any prospective employee, contractor, or volunteer stating that a background check was performed and that the individual has no findings of substantiated child abuse or neglect.
- The letter is obtained from the cabinet.
- Must be received prior to an individual's presence or involvement at the camp.

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**Regulation Updates:**

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.

(3) The requirements of subsection (2) of this section shall be deemed to have been met if the prospective employee, contractor, or volunteer provides to the camp operator documentation of a:

- (a) Background check performed pursuant to 922 KAR 2:280 finding no disqualifying offense; or
- (b) A state and national criminal background check finding no disqualifying offense.

(4) The documentation required by subsection (2) or (3) of this section shall be kept on camp premises and made available for examination upon request of the cabinet.

An individual must provide to the camp one of the following:

- 1) The letter they get from the cabinet saying there are no findings of substantiated child abuse or neglect (and this is received in response to the applicant filling out and submitting the DPP-156 to the cabinet).
- 2) Documentation of a background check required by the child care regulation (which is an abuse/neglect check, national crime registry check, and sex offender registry check), or
- 3) A state and national criminal background check finding no disqualifying offense.

The camp operator is required to keep on file whichever document is received that satisfies the requirement of Section 14 for all employees, contractors, or volunteers,. This documentation must be available on the camp premises.

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**Regulation Updates:**

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.

(7) Adequate first aid supplies and equipment as designated by the available or on call physician, required by subsection (9) of this section, [on call] shall be located within the camp. An American Red Cross certificate required by paragraph (a) or (b) of this subsection shall be kept on camp premises and made available for examination upon request of the cabinet.

- (a) Residential camps shall have a person holding an American Red Cross Standard First Aid and Personal Safety Certificate or its equivalent on site twenty-four (24) hours a day while the camp is in session.
- (b) All other camps shall have a person holding, as a minimum, a first aid course certificate from the American Red Cross or its equivalent on site while camp is in session.

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**Regulation Updates:**

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.

(8) All prescription drugs shall be kept in a locked cabinet or container with the exception of medications for which a patient has documentation from a licensed health care provider that states:

- (a) The purpose of the medication;
- (b) How the medication is to be administered; and
- (c) That the medication may be retained by the patient for immediate use.

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**Regulation Updates:**

Section 14. Camp Director, Records and Reports, Medical Supervision, and First Aid.  
**(10)** All serious illnesses and accidents resulting in death or injury, other than minor injuries that(which) require only first aid treatment and that do not involve medical treatment, shall be reported to the cabinet by the next business day on form DFS-309, Kentucky Youth Camp Accident/Illness Report.

“By the next business day” instead of the end of the Youth Camp season.

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**Regulation Updates:**

Section 15. Safety and Accident Prevention.

(1) All camps shall comply with **KRS 227.200 to 227.400** and applicable local fire codes pertaining to fire safety, fuel supply, and fuel connections.

(2) In every camp with an electrical system, the wiring, fixtures, and equipment shall be in-stalled and maintained pursuant to applicable **local** codes and **815 KAR 7:120**.

(3) Protection from natural hazards.  
 (a) **Potential** hazards **occurring naturally in the environment** within the boundaries of the camp shall be plainly marked, and measures and procedures shall be followed to insure the safety of the campers.

(4) Elimination of artificial hazards.  
 (b) All insecticides, pesticides, and chemical poisons shall be plainly labeled and stored in a **locked and secured** place.

- Added citations to Fire Marshal’s office regulation and Building Codes regulation
- Further clarified that potential hazards that occur naturally in the environment should be marked and measures taken to keep campers safe.
- All chemical must be labeled, stored in a locked and secured location.

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**Regulation Updates:**

Section 16. Plan Review for Future Construction.

(1) Any person contemplating construction, alteration, addition to, or change in the construction of any permanent camp shall, prior to the initiation of any construction, submit plans in triplicate, through the local health department concerned, of any proposed camp, additions, alterations, or change in construction.

(2) The plans shall show:  
 (a) The name and address of the owner or operator of the camp;  
 (b) The area and dimension of the site;  
 (c) The property lines;  
 (d) A separate floor plan of all buildings and other improvements constructed or to be constructed, **including:**  
   1. Location and number of personal hygiene facilities; and  
   2. A plumbing riser diagram.  
 (e) Detailed drawings of sewage disposal facilities, including written specifications;  
 (f) Detailed drawings of water supply if the source is **not** public; and  
 (g) The location and size of water and sewer lines within the camp.

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### Regulation Updates:

Section 16. Plan Review for Future Construction.

(3) If central food preparation and food service buildings are to be provided, plans and specifications shall be submitted showing the kitchen floor plan, layout, and type of equipment, storage area, restrooms, and dining area pursuant to 902 KAR 45:005.

(4) If artificially constructed swimming pools or beaches are planned, the plans and specifications shall be submitted to the cabinet for review and approval prior to construction pursuant to 902 KAR 10:120.

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### Regulation Updates:

Section 17. Inspection of Camp.

(1) Each camping season, the cabinet shall inspect each camp at least once prior to the opening of the camp and at least once while the camp is in actual operation. The cabinet shall make as many additional inspections and reinspections as are necessary for the enforcement of this administrative regulation.

(2) If an agent of the cabinet makes an inspection of a camp, findings shall be recorded on an official cabinet inspection report form, DFS-308, Youth Camp Inspection Report, and a copy provided to the permit holder or operator.

The inspection report shall:

- (a) Set forth any violation found;
- (b) Establish a specific and reasonable period of time for the correction of any violation found; and
- (c) State that failure to comply with a notice issued pursuant to the provisions of this administrative regulation can result in suspension or revocation of the permit.

- Cabinet chose to remove "grandfather clause". ALL youth camps will be required to follow this version of the regulation.

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### Regulation Updates:

Section 18. Suspension of Permit.

(1) If the cabinet has reason to believe that an imminent public health hazard exists, or if the permit holder has interfered with the authorized agents of the cabinet in the performance of their duties, the permit shall be suspended immediately upon notice to the permit holder prior to holding a hearing on form DFS-212, Request for Hearing. The permit holder may request a hearing, which shall be granted as soon as practicable.

(2) Failure to comply with the criminal background check and employment requirements established in KRS 194A.382 shall result in penalties pursuant to KRS 194A.383.

(3)a) In all other instances of violation of the provisions of this administrative regulation, the cabinet shall serve upon the holder of the permit a written notice specifying the violation in question and afford the holder a reasonable opportunity to correct it.

(b) If a permit holder or operator has failed to comply with written notice issued under the provisions of this administrative regulation, the permit holder or operator shall be notified in writing that the permit shall be suspended at the end of five (5) business days following service of the notice, unless a written request for a conference is submitted to the cabinet by the permit holder within the five (5) business day period.

(4) All administrative conferences shall be conducted in accordance with 902 KAR 1:400.

- Local Health Departments have the authority to immediately suspend a permit based on failure to comply with criminal background checks. Permits can be reinstated upon compliance.

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**Regulation Updates:**

Section 19. Reinstatement of Suspended Permits.

(1) A person whose permit has been suspended may apply for reinspection on form DFS-215, Application for Reinstatement of Suspended Permits for the purpose of reinstatement of the permit.

(2) Within five (5) business days following receipt of the written request, including a statement signed by the applicant that in his or her opinion the conditions causing the suspension of the permit have been corrected, the cabinet shall make a reinspection.

(3) If the applicant is found to be in compliance with the requirements of this administrative regulation, the permit shall be reinstated.

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**Regulation Updates:**

Section 20. Revocation of Permits.

(1) For repeated violations of any of the requirements of this administrative regulation, the permit may be permanently revoked after an opportunity for a conference has been provided in accordance with 902 KAR 1:400.

(2) Prior to permanent revocation, the cabinet shall notify the permit holder in writing, stating the reasons for which the permit is subject to revocation and advising that the permit shall be permanently revoked at the end of ten (10) business days following service of the notice, unless a request for a conference is filed with the cabinet by the permit holder, in accordance with 902 KAR 1:400 within the ten (10) business day period.

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**Regulation Updates:**

Section 21. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "DFS-200, Application for a Permit", 6/2018;

(b) "DFS-308, Youth Camp Inspection Report", 6/2018;

(c) "DFS-309, Kentucky Youth Camp Accident/Illness Report", 3/2018; and

(d) "DFS-340, Application and Permit to Operate Day Camp Facilities", 3/2018.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Public Health, 275 East Main Street, Frankfort Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. ~~Existing Facilities and Equipment. Notwithstanding the other provisions of this administrative regulation, facilities and equipment being used by existing youth camps holding valid permits on the effective date of this administrative regulation, which do not fully meet the design and construction requirements of the administrative regulation, may be continued in use, if in good repair, capable of being maintained in a sanitary condition, and create no health or safety hazard.~~

- DFS forms have been updated.
- \* Existing facilities must meet the current regulation. \*

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**DFS-200 Application for Permit (Rev. 06/18)**

2018-06-18-0002 CANNON FOR HEALTH AND FAMILY SERVICES  
 DEPARTMENT FOR PUBLIC HEALTH  
 APPLICATION FOR PERMIT TO OPERATE

Application for permit to operate a youth camp facility in Kentucky. This application is required for all youth camp facilities operating in the Commonwealth of Kentucky.

Applicant Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Camp Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facility Name	Location	Capacity	Permit Number	Expiration Date

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**DFS-340 Application & Permit to Operate Day Camp Facilities (Rev. 03/18)**

2018-03-18-0001 APPLICATION & PERMIT TO OPERATE DAY CAMP FACILITIES  
 KENTUCKY YOUTH CAMP REGULATION 602 KAR 18-540

Applicant Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Camp Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**DFS-308 Youth Camp Inspection Report (Rev. 06/18)**

2018-06-18-0001 CANNON FOR HEALTH AND FAMILY SERVICES  
 DEPARTMENT FOR PUBLIC HEALTH  
 YOUTH CAMP INSPECTION REPORT

Inspector Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Camp Name: \_\_\_\_\_  
 Camp Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Category	Item	Inspected	Compliant	Non-Compliant	Comments
CAMP FACILITIES	1. Camp location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Camp registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Camp health officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Camp safety plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Camp first aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Camp water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Camp food storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Camp food preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9. Camp food service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	10. Camp cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	11. Camp waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12. Camp fire safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAMP OPERATIONS	13. Camp registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	14. Camp health officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	15. Camp safety plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	16. Camp first aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	17. Camp water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	18. Camp food storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	19. Camp food preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	20. Camp food service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	21. Camp cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	22. Camp waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	23. Camp fire safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24. Camp other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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# DFS-309 Kentucky Youth Camp Accident/Illness Report (Rev. 03/18)

An accident or illness, other than first aid, must be reported immediately or by the next business day using DFS-309.

DFS-309 (Rev. 03/18) COMMUNICATIONS OF ACCIDENTS TO THE SUPERVISOR FOR PUBLIC HEALTH, DIVISION OF PUBLIC HEALTH, PREVENTION AND SAFETY

**Kentucky Youth Camp Accident/Illness Report**  
 This form shall report to the Department for Public Health any accident or illness which requires medical attention other than first aid. It is to be completed by the person who witnessed the accident or illness, or a staff member.  
 It is the responsibility of the person who witnesses the accident or illness to complete this form and report it to the supervisor.

1. Name of Youth Camp  
 2. Address (include Street, City, State, Zip)  
 3. Phone Number  
 4. County  
 5. Dates

6. Name of Reporting Person  
 7. Address (include Street, City, State, Zip)  
 8. Age  
 9. Sex  
 10. Birth Date

11. Date of Accident or Illness  
 12. Where did accident happen?  
 13. Briefly describe the accident or illness  
 14. What caused the accident or illness to happen? (What was the weather like?)  
 15. What first aid or treatment was given or when given?  
 16. How long has the accident or illness lasted?  
 17. Name of Reporting Institution  
 18. How was the accident or illness reported?  
 19. How was the accident or illness reported?  
 20. How was the accident or illness reported?  
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 38. How was the accident or illness reported?  
 39. How was the accident or illness reported?  
 40. How was the accident or illness reported?

NOTE: This form shall be completed as required by Section 202.01 of the Kentucky Code of Regulations and submitted to the appropriate authority by the next business day.

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