

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

First Aid Officer

Requirements For Role

Complete the PYV Leadership Accreditation process.
 Formal First Aid qualification

The senior first aid role is reserved for those who have met the above first aid requirements and have attended at least 3 PYV camps.

An exception can be made if the prospective senior first aid officer has:

1. Previous working experience as a first aid officer with another comparable organisation.
2. Has a graduate degree in health science.

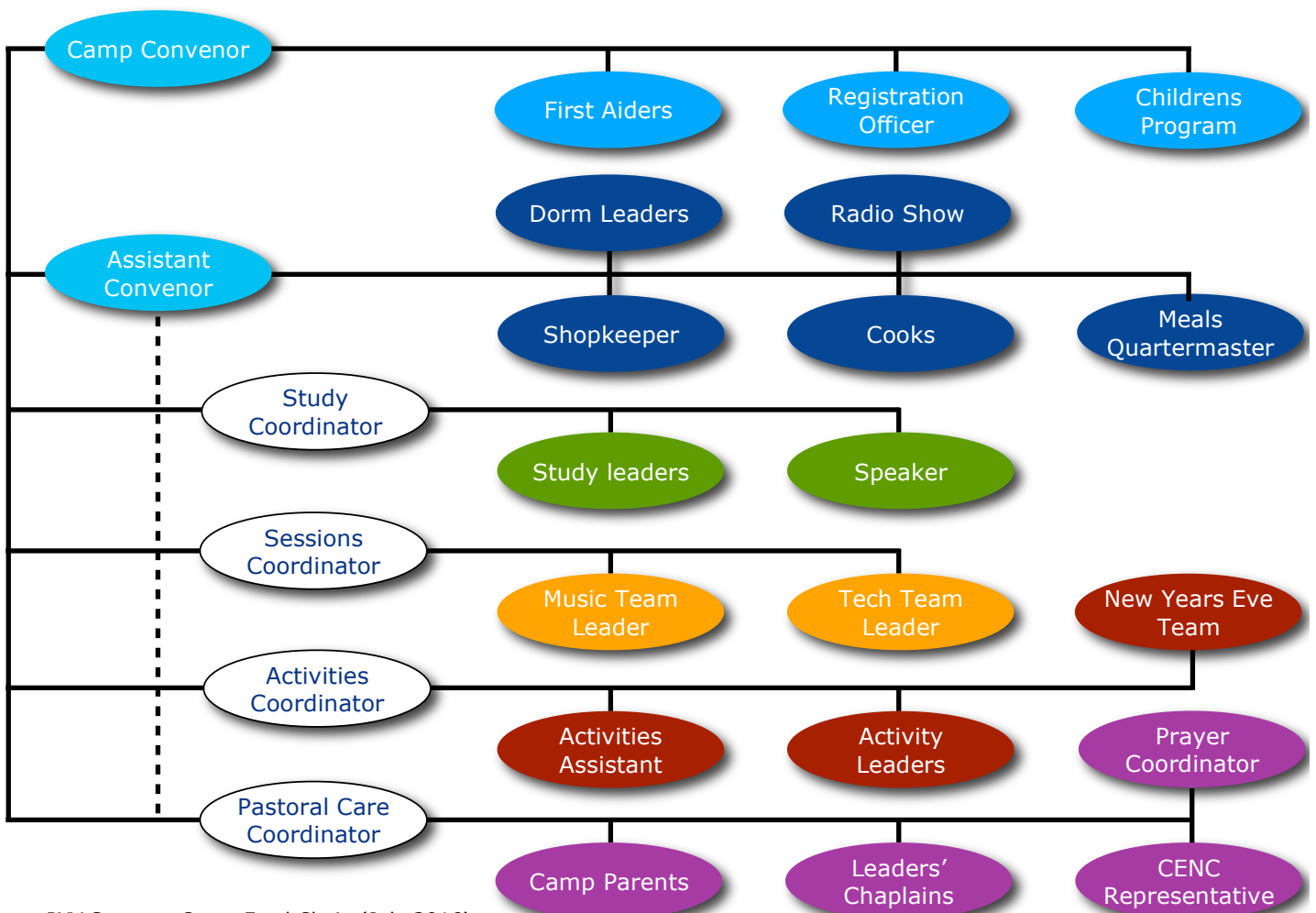
All exceptions must be approved by PYV council and contacted by the holder of the first aid portfolio to be briefed.

Aims of Role

- Provide basic first aid to any injured or ill camper or leader, alongside another first-aiders of the opposite sex.
- NOTE: You are not to treat serious injuries. All injuries which fall outside your training must be taken to receive professional aid at a hospital or medical centre.

Reporting Structure

As an First Aider you report and are accountable to the Camp Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Providing a point of contact for basic first aid.
- Meeting parents during drop-off at camp to ensure updated information on medication and physical ailments.
- Overseeing administration of first aid supplies, i.e. recording supplies needed or purchased for the PYV First Aid Kits.
- Documenting any treatment on the PYV First Aid Incident Form.
- Making yourself aware of any disabilities or allergies any campers have (see Registrar for details).
- Informing any relevant people of medical condition - e.g. Meals Quartermaster, Study Group Leader, Camp Convenor, Camp Parents, etc.
- Assessing any ill camper and determine need for further medical attention (If unsure about the severity of the case, always send the camper to a medical centre or hospital), and making sure that any campers requiring further medical attention are taken to the hospital or medical centre by either a camp parent or a person designated by the Convenor.

For Your Information

When giving a camper first aid, ensure another person or First Aid Officer (i.e. one male and one female) is in the same room to reduce the risk of child protection issues arising.

You may have another role on camp (such as Assistant Study Leader), but you need to be foremost available at any time to perform first aid.

DO NOT leave the campsite with a camper to hospital or medical centre. This is the job of a Camp Parent or other designated person. You must be on site with the rest of the camp at all times.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convenor. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convenor. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

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Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of tasks

Due Date	Jobs
Training Day	<ul style="list-style-type: none"> • Ensure all first aid supplies are up-to-date. Purchase any supplies needed. • Send receipts to Camp Registrar. • Look through registration list from Registrar for any important medical information. • Look through the PYV First Aid folder and familiarise yourself with the following documents: <ul style="list-style-type: none"> • Injury Report • Camp Medications • Follow-up Reports • PYV First Aid Policy
Day One Of Camp	<ul style="list-style-type: none"> • Arrive 2 hours before commencement of camp. • Sit with Registration Officer to meet all campers with health concerns listed on forms. • Inform relevant persons of campers' medical conditions by first meal.
During Camp	<ul style="list-style-type: none"> • Administer first aid as needed, recording all treatment on "First Aid Incident report forms." • Around the time of each breakfast and dinner meal, meet with Camp Convenor to report current medical conditions.
Final Day Of Camp	<ul style="list-style-type: none"> • Pack up equipment, making a list of any supplies that need replenishing. • Have debrief session with First Aid team to discuss post-camp duties.
One Week After Camp	<ul style="list-style-type: none"> • Follow up on any severe cases of illness or injury to see how camper is. • File all Incident Reports and give to Convenor.
One Month After Camp	<ul style="list-style-type: none"> • Attend camp debriefing, and give any suggestions for improving safety of future camps to Convenor. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 06/07/16 by YMD Brian Harvey