

## **UC CAMPING FIRST AID POLICY**

### **Introduction and Purpose**

This first aid policy has been developed to ensure the health and safety of visitors to all of our sites.

This policy is set out under the following headings:

1. General First Aid Principles;
2. Dealing with Major Emergencies;
3. First Aid and Medical Checklist.

The purpose of this strategy is not to be intrusive and all information will be treated as highly confidential. With the co-operation of those responsible for groups who visit UC Camping sites, we are excited about the prospect of providing an even higher quality of care and hospitality.

### **1. General first aid principles**

#### **Staff Training**

We recommend that at least one adult member of your group be first aid trained to at least level two and that you identify this/these person/s to your group as the designated person responsible for First Aid. You should inform UC Camping site management of your designated 'First Aider' upon arrival at camp.

UC Camping staff with first aid training will only administer first aid under the following circumstances.

- In an emergency situation
- If the designated first aider cannot be located

At all other times campers should refer any first aid requirements to the designated first aider.

#### **First aid kits**

Each group must supply their own first aid kit/s and ensure there is one at each activity. UC Camping's own site first aid kits will only be used in times of emergencies.

## **Referral to medical care**

If a visitor needs either ambulance transport or referral to medical attention, the responsible first aider of the user group must inform UC Camping staff as soon as possible, preferably prior to making any telephone calls or leaving the camp site.

UC Camping has the policy they will 'refer-on' people to the nearest medical centre or hospital. Transport will be arranged by the user group, i.e. their own vehicle, ambulance or taxi.

To meet Australian Campsite Association accreditation and comply with State Occupational Health and Safety regulations any injured person must be reported to camp management and an accident report form must be filled out as soon as possible.

## **Medical report forms**

The camp coordinator should request medical report forms for each camper, including all adult staff who accompanies the group. This request needs to include

- Why you are collecting the information
- Who will have access to this
- How the information will be stored
- Each individual will have access to their information at all times
- Permission for the camp coordinator to release information to UC Camping staff which may be vital to their wellbeing. eg. dietary requirements.
- Permission for the coordinator to release information to professional medical staff in the event of an emergency.

## **2. Dealing with major emergencies**

Management procedures for dealing with a major emergency are detailed in UC Camping site Emergency Management Plan. A copy of this plan is available on request to the coordinator of each group before the camp. Copies are located across each site in key locations. Each room has a summary of what action campers should take in an emergency.

## **3. First aid and medical checklist**

### **Before arrival**

- Identify designated first aider/s
- Circulate medical report forms and collate (don't forget adults).
- Identify any problems which require follow up, eg further information, asthma plan.
- Notify the UC Camping site two weeks prior to camp of any of the following
- any major allergies

- any special diets

### **Upon arrival**

- Identify the designated First Aiders to UC Camping management
- Supply any important medical details
- Familiarise yourself with UC Camping site Emergency Management Plan

### **During your stay**

- Please keep UC Camping management informed of any medical first aid incidents