

By submitting this form you agree to accept this role for the current membership year.

APPOINTMENT	Name	Troop #/ SU# / Position	Date
Troop Program First Aider/Council			
Service Unit Leader			
Appointed by GSH Staff			

PURPOSE	APPOINTED BY	TERM
Ensure the safety of girls and adults present during Girl Scout troop activities, outings, and administer first aid as needed	Council	One Year Renewable

## QUALIFICATIONS

- Registered and background checked Girl Scout Volunteer, at least 18 years of age\*, who lives the values of the [Girl Scout philosophy](#)
- Ability and desire to work with and serve people from diverse backgrounds
- Adhere to council policies and ways of work as outlined in GSH [Volunteer Essentials](#)
- Knowledge of the [Girl Scout Program](#), [Safety Activity Checkpoints](#), as they apply to this role
- Able to maintain confidentiality when sensitive issues arise
- Opt in to receive GSH communications by email
- Demonstrate strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others

\*Volunteers under the age of 21 are not permitted to transport girls.

## RESPONSIBILITIES

### Upon arrival at a Council Event or Program

- Check that the unit first aid kits are ready for check out and inventory any onsite first aid supplies, if necessary.
- Collect Medication and Binder (prepared by Council Staff and delivered to the event prior to check-in) for check-in table.
- Orient yourself with the nearest AED and/or Emergency Services provided at the event site.

**During Council Led Events:** As the Program First Aider you will remain on property for the duration of event/program. You will be available to the Program Director to act as the second adult in situations that require immediate intervention or witness. Your primary role is to maintain the health and welfare of all Girl Scouts and adults on property. When in doubt use your best judgment, ALWAYS complete an incident report, and contact Council Staff Member if you are unsure of action that should be taken.

- Talk to Girl Scouts at registration about their Health Information and collect medications. Participants should keep necessary medications such as inhalers and epi pins.
- Adults may keep medications that are non-narcotic in their possession. Narcotics must be collected by nurse. All other medications must be kept in a secure location away from other participants at all times.
- If a participant or staff member is injured treat according to their medical form and your training.
- Communicate with the Program Director, troop leader and the participant's parent or guardian for any serious illnesses or injury. Record all treatments on an [Incident Report Form](#) This includes but is not limited to: Band-Aids, OTC Ointments, OTC Oral Medications, and care for minor incidents/injuries, homesickness, heat exhaustion, dehydration, cuts/scrapes/blisters/bruises, etc. major incidents/injuries and emergencies.
- ALL Treatment requires an [Incident Report Form](#).
- Record the delivery of medication on the designated Medication Log, kept in the health information binder for each camp.
- Watch participants throughout the day to prevent issues such as homesickness, be prepared for
  - Stomachaches' and 'headaches' in the evening as campers become tired and homesick. Try to avoid sending participants home unless they are truly sick or violate health and safety rules.

**At close of Council Led Events:** Check out all participants and return medications.

- Inventory on-site first aid kit and inform Program Director if new supplies need to be purchased.
- Include a report in the log of inventory and replace first aid kits to designated locations.
- Return first aid kits to GSH Council Staff member, if unavailable return to Program Director.

**In the event of Emergency:** Issue Emergency Directive and begin Camp Emergency Procedures.

- Procedures are located in the White Binder in the Kitchen at the main lodge (stored below the wall first aid unit)
- Contact the Camp Ranger (Michael Koehne 808-291-3684) in the event of an emergency requiring: First Responders / EMS or Camp Wide Evacuation
- Notify Council Staff of Emergency: Kimberly Morris (808) 675-5512 (direct office number) or (808) 225-7390 (cell phone) or if she is unavailable contact Kristy Ryan (808) 675-5524 (direct office number) or (808) 738-6698 (cell phone)

## TRAINING

- Complete approved First Aid CPR/AED Training, Trip & Travel Training, and all supplemental training by program level required by GSH
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information and schedules

To register or renew membership, complete your background check (if necessary), and attend scheduled training for this position or for more information, contact GSH [Customer Care](#) 808 595.8400