

APPOINTMENT	Name/Troop or SU#	Signature	Date
Troop First Aider			
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 events and administer first aid as needed.	Troop Leader or Council	Troop Activity or Troop 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

- Review the [Safety Activity Checkpoints](#) for your selected activity to know when a Troop First Aider is needed.
- Be present throughout the entire activity or trip, and ideally should have no other responsibilities or duties and file the necessary paperwork after the activity, outing or event.
- Follow the [GSH Travel & Safety Guide](#) at all times
- Download the latest "[GSH Travel & Safety Guide](#)" from the council website and follow protocol outlined therein, including:
- Maintain a first aid kit (adjust to your troop's needs based on this suggested [list](#) from Red Cross and/or see the Program and Camp Nurse description): Inventory and purchase needed supplies before activities/trips, and replenish after use
- Obtain directions to the nearest hospital and maintain a list of emergency phone numbers including ambulance, poison control, police and hospital within 30 minutes
- Communicate safety guidelines and emergency procedure to girls and adults
- Maintain and review the [girl](#) and [adult](#) Health History form
- Keep and dispense medications according to GSH guidelines in [Safety Activity Checkpoints](#) and log on the [Medication Form](#).
- Administer first aid as needed to girls or adults, and inform troop leader and parents of any injuries sustained
- Maintain a Health Log for troop.
- Maintain a supply of [Incident forms](#) or refer to the [online GSH Incident Report form](#) and insurance claim forms.

TRAINING

- Maintain qualified CPR/AED Training from an approved certification provider and complete all supplemental training by program level required by GSH
- Complete additional training and development courses provided by council via the gsConnect online learning platform.
- Must opt in to receive GSH email communications
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information