



Trek to the Outback

Guides Qld State Camp

Leader Role: Group First Aid and Hygiene

Reports to: Group Leader-in-Charge, Central First Aid & Hygiene, Central COVID Officer

Responsibilities:

- Work in collaboration with Group Leader-in-Charge and Group Caterer to ensure good hygiene practices
- Ensure a Group First Aid Kit is maintained
- Ensure all medications are recorded and stored appropriately
- Ensure all first aid treatments are recorded and lodged appropriately

Qualifications and Experience required:

- Hold a current GGA qualification to work with Youth.
- Hold a current Provide First Aid Certificate
- Have experience working with girls aged 9-17 at an outdoor camping event
- Have excellent communication skills and ability to use phone, internet and other means of communication for meetings and correspondence as required

Tasks: (include but are not limited to the following)

Prior to Camp

- Be familiar with medical information provided by Group members
- Be familiar with the GGA medication policy
- Ensure all first aid and hygiene equipment is prepared for camp
- Access the database and be familiar with information provided relating to medical needs for participants in your Group.
- Liaise with Central First Aid & Hygiene and COVID Officer
- Understand the need for flexible teams ie assist/support each other with tasks around the Group as required. Also, understand when offers of assistance are not accepted.

During Camp

- Familiarise yourself with the campsite, in particular the Administration and Communication Centre, Emergency Assembly Point, First Aid Centre and the process for communications during the camp.
- Familiarise yourself with the T2O Emergency Plan which outlines procedures to undertake under specific circumstances.
- Be aware of Emergency Evacuation procedures.
- Participate in First Aid meetings called by Central First Aid & Hygiene
- Convey information from or carry out instructions received at your meetings.
- Manage collection and storage of medications, distribution of medications and confidential record keeping in your Group
- Be familiar with emergency contact phone list. Ensure your mobile phone is turned on and charged.
- Ensure all First Aid incidents and treatment are recorded on forms provided.
- Encourage and promote good hygiene habits including use of sunscreen, hats, regular drinks, regular washes and showers etc.
- Ensure tent hygiene is managed by Patrol Leaders (airing bedding etc)
- Discreetly assist Group members who experience difficulty with personal hygiene.
- Refer serious incidents to Central First Aid Centre.

- Implement GGA medication policy.
- Implement temperature testing and recording for all members of the group twice a day
- Ensure your Group LIC knows when you will be off-site to ensure your role can be covered
- Ensure medications are available to members as needed when off-site

After Camp

- Ensure all instructions for cleaning and packing up are followed.
- Return medications to Group members and hand out first aid notes information.
- Do evaluations and reports as needed.
- Further duties as required by Group Leader, Central First Aid & Hygiene or Leaders in Charge.