

FIRST AID ATTENDANT / NURSE

(Advanced First Aid courses are only required for the advanced Attendant.)

JOB DESCRIPTION

Responsible to: Camp Director

General Responsibilities:

- Prepare and operate the first aid room.
- Take possession of and administer medications for campers and staff.
- Keep records of all treatments and medication given.
- Check all hygiene aspects of camp.
- Personally prepare yourself spiritually, physically, mentally and socially.

Specific Responsibilities:

Pre-camp:

- Read the materials and complete all required projects received from the Camp Director.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Camp Training

- Take care of basic first aid as required.
- Clean, disinfect, and organize the first aid room. Become familiar with location of supplies.
- Ensure that other first aid kits have been checked and updated.
- Become fully acquainted with camp policy concerning first aid treatment.
- Take part in Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Become fully acquainted with facilities, grounds and emergency procedures.

During Camp

- Review health forms with campers / parents on registration day. Ensure forms are completed properly and kept confidential. Also review Staff and Seed health forms.
- Collect all medications from campers and staff and administer according to prescriptions.
- Discuss need-to-know information with the following personnel: Food Services Manager, Head Cook, Cabin Leaders, Program Director, Waterfront Director, and Camp Director.
- Provide care for the ill or injured.
- Maintain an adequate supply of first aid supplies. Make needs known to Camp Director.
- Watch for general cleanliness of campers and staff, addressing concerns to the Director.
- Complete a daily cabin inspection and award points for cleanliness and neatness. Ensure that cabins are warm, dry, free of odors, and that clothing is being dried properly.
- Prepare first aid kits for overnight trips and hikes. Ensure that trip leaders sign them out, and record incidents in the booklet. Attach the page to that camper's health form.
- Report and yield treatment of all major injuries to the advanced First Aid Attendant on site.
- Report all major accidents to the Camp Director, and provide necessary written reports.
- Maintain ongoing communication with the Camp Director regarding sicknesses.
- Keep a detailed record of all treatments given and fill out specific forms if necessary.
- Be available to assist in any first aid emergency, at all locations of the camp.
- Attend staff meetings.
- Participate in the camp program when time, duties and desire permits.
- Contribute to a positive working atmosphere in the camp.