

OUTPOST FIRST AID ATTENDANT

JOB DESCRIPTION

Responsible to: Outpost Director

General Responsibilities:

- Prepare and operate the first aid kit.
- 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 emotionally, mentally, physically, spiritually 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 & Pre-Trip:

- Take care of basic first aid as required.
- Clean, disinfect, and organize the first aid kit. Become familiar with location of supplies.
- 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 familiar with route, schedule, terrain and emergency procedures.

During Trip

- Review camper health forms with parents on registration day. Ensure forms are completed properly, and kept confidential at all times. Also review outpost staff health forms.
- Collect all medications from campers and staff and administer according to prescriptions.
- Discuss need-to-know information with Outpost staff, Food Services Manager and Camp Director.
- Provide care for the ill or injured, always being available for any first aid emergency.
- Maintain an adequate supply of first aid supplies. Make needs known to Camp First Aid.
- Ensure that all footwear is comfortable and adequate for the trip.
- Watch for general cleanliness of campers, staff and hygiene of camp site.
- Address concerns to the Outpost Leader.
- Complete a daily tent inspection. Ensure that tents are dry, free of odors, and that clothing and footwear is being dried properly.
- Use the satellite phone to report all major injuries to the Camp First Aid attendant and Camp Director as soon as possible.
- Request any help or supplies needed from main camp during a major injury.
- Take responsibility for providing a safe evacuation the injured or sick when necessary.
- Watch for and report ongoing or communicable sicknesses.
- Keep a detailed record of all treatments given.
- Attend staff meetings.
- Participate in the camp program when time, duties and desire permits.
- Contribute to a positive working atmosphere in the camp.

During Trip

- Fill out specific forms as necessary.