

Safety and First Aid Guidelines

The Georgia 4-H Program takes seriously its obligation to provide responsible and reasonable care for the youth in its care. The Safety and First Aid policy established is designed to aid adults chaperoning youth in handling accident, illness and emergency situations.

For the purpose of this guide:

- An adult leader is an Extension staff member, school teacher, volunteer and/or chaperone accompanying and supervising the 4-H'er during his/her involvement in the program.
- A 4-H event includes but is not limited to 4-H summer camp, conferences, district project achievements, and other 4-H activities.

Orientation

Each event will begin with an orientation session. Orientation will include:

- introduction of event coordinators and other key contact people
- identification for the group of emergency personnel (Emergency personnel are considered to be doctors nurses, EMT's and first responders who are attending the event). This identification process is done to insure that leaders know who is qualified to work with emergency situations should they arise.
- review of procedures for injuries, emergencies and discipline situations including maps to facilities

General Care & First Aid

1. Adult leaders must be sure that all youth attending an event have completed 4-H Medical Information & Release forms detailing medical information, history and other health history. Signatures of the parent/guardian as well as the 4-H club member are required. 4-H'ers may not be given any medication that is not indicated on the form unless the medication is prescribed or administered by a trained medical professional.
2. Adults leaders are responsible for the care of program participants. Care includes the administering of routine prescription medications and treatment of minor injuries. We recommend that all medications be locked in a container in the chaperone's room.
3. Most 4-H Center Counselors and Environmental Educators are trained in First Aid and CPR. 4-H staff will assist in any situation in which they are trained; however, 4-H staff actions will be limited to their training. If a nurse is provided, he/she is available for medical situations, but will not be expected to administer routine medications.
4. If participants need further over the counter medication, such as aspirin, pepto bismol or the generic equivalents, 4-H Centers may have a limited supply of over the counter medications that may be provided upon the request of adult leader. Adult leaders must obtain parental permission prior to administering all medications (including aspirin, pepto, etc) unless the medication was prescribed or administered by medical personnel while at the event. Permission may be given on the 4-H Medical Information & Release form or may be given over the phone. Phone consent must be documented on the Medical Release and Information Form. Events at locations other than 4-H Centers may or may not supply over the counter medications.
5. All medical treatment and emergency actions taken must be kept in a log. The log will be kept with the First Aid Station. The adult leader is responsible to insure that the action is logged. The adult leader is responsible for completing an injury report and sending the report to the appropriate individuals.

Emergency Medical Situations

1. In the event of an emergency medical situation, all non-emergency trained adult leaders will clear the scene of all participants and then organize an activity to entertain the youth.

2. 4-H Center personnel should be notified immediately of any emergency medical situation. In cases where practical, 4-H Center staff will be responsible for calling an ambulance if necessary. Every effort should be made to contact the 4-H event coordinator immediately following the contact of Center personnel.
3. Non-ambulatory transport is the responsibility of the adult leader. Maps to the nearest hospital will be provided at all 4-H Centers and by 4-H event coordinators.
4. All medical treatment and emergency actions taken must be kept in a log. The log will be kept with the First Aid Station. The adult leader is responsible to insure that the action is logged. The adult leader is responsible for completing an injury report and sending the report to the appropriate individuals.
5. For illness or injury requiring professional medical attention, a CAES incident report will be filed and sent to the appropriate individuals ASAP. All medical treatment, administration of daily medication, and emergency actions taken must be recorded in a medical log.

Reports

1. In addition to 4-H Medical Information and Release forms for each participant, leaders should have on hand insurance claim forms. Claim forms are necessary for admittance to the hospital or for medical care.
2. Leaders should keep the local Extension staff informed of illnesses and injury requiring treatment because a UGA injury report will need to be filed. Remember to use empathy & care as you talk with parents/guardians concerning medical situations. Follow up after the event.
3. All 4-H Centers have a First Aid station set up for minor injuries. The First Aid station will consist of soap, water, clean bandages and latex gloves. Any other medications and ointments will be kept in a locked cabinet. Only 4-H center staff and adult leaders will have access to the additional medication. During activities held at locations other than 4-H Centers, the event coordinator will establish a First Aid station for minor injuries. The station will be set up in an area with soap, water, clean bandages & latex gloves. Other medication and ointment may also be available. Adult leaders are encouraged to have a first aid kit meeting American Red Cross standard. Only trained medical personnel should administer treatment.

For more information, contact your local UGA Extension office at 1-800-ASK-UGA1.

The University of Georgia 4-H program is the largest youth leadership organization in the state.

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