

# Policy on First Aid Treatment



<b>Rationale</b>	GirlGuiding New Zealand members need to be aware of their responsibilities and appropriate processes when first aid is required at a Guiding activity.
<b>Purposes</b>	<ul style="list-style-type: none"> <li>• To ensure that all members receive immediate first aid treatment in the event of an incident/accident.</li> <li>• To ensure that members are aware of others who may require aid for recognised medical conditions eg, asthma, bee stings, etc.</li> </ul>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>• A first aid kit, suitable for the activity involved, must be on hand at all times.</li> <li>• First aid, where possible, should be administered by a qualified first aider.</li> <li>• Gloves should be used when dealing with body fluids.</li> <li>• All soiled first aid materials must be placed in a plastic bag and disposed of in the correct manner.</li> <li>• Any incident/accident sustained during GirlGuiding New Zealand activities and requiring medical intervention must be recorded on a GirlGuiding New Zealand Incident/Accident form. This form is available from the district co-ordinator, regional administrator or from staff at the National Office and must be returned to the National Office upon completion.</li> <li>• Leaders must have information about ongoing medical conditions of participants. They must also comply with the requirements of the Privacy Act ensuring that any information on medical conditions is kept secure and not shared with anyone other than the leaders in charge of the activity or the first-aider.</li> <li>• Any area designated for first aid must be kept clean and tidy at all times. Sterile equipment should be used where possible.</li> <li>• If, in the opinion of the first aider, an incident/accident is serious, the parent/caregiver/next-of-kin or their nominee shall be contacted immediately. This requirement should not delay leaders seeking medical treatment for the girl/adult.</li> </ul>
<b>Conclusion</b>	GirlGuiding New Zealand is responsible for the health and safety of its members at Guiding activities. To ensure this, the procedures in the current authorised manuals of St John (New Zealand) and the New Zealand Red Cross Society should be followed at all times.
<b>Date of policy</b>	1996
<b>Last reviewed</b>	February 2011