

**ELIOT INSTITUTE  
FIRST-AID STAFF**

**FIRST-AID COORDINATOR**

**SELECTION:** The First-Aid Coordinator is selected by the Dean or the Dean may delegate the selection responsibility to the Volunteer Coordinator. The First-Aid Coordinator will report to the Volunteer Coordinator.

**QUALIFICATIONS** The person selected for this position should be a medical or health care professional (physician, registered nurse, EMT, firefighter, naturopath, etc) or American Red Cross trained first-aid provider.

**RESPONSIBILITIES**

- ☞ Review inventory list on Eliot website.
- ☞ Attend Staff meeting on the first day.
- ☞ Place first-aid supplies in assigned areas or give to assigned people.
  - ◆ Seabeck: First-aid cart goes in the Inn Lobby. Place a sign on it telling people they can get ice for injuries from Seabeck staff. Kits: one to Waterfront personnel and the remainder to children/youth staff.
  - ◆ Naramata: One kit goes in McLaren Hall, the other in Columbia Hall.
- ☞ At the beginning of camp, ask for two or three individuals who are willing and able to provide basic first-aid to act as Volunteer First-Aid Providers. The volunteers report to the First-Aid Coordinator.
- ☞ If possible, meet with the volunteer first-aid responders the end of the first day of camp. At this meeting, the following will be identified:
  - ☞ House each volunteer is staying.
  - ☞ Assignment of first aid kit supply assessments at the beginning and end of camp.
- ☞ Post the names and location of volunteer providers and indicate who is “on” or “off” the camp grounds. [Suggested places to post: with First-Aid supplies, conference announcement board, etc.]
- ☞ Provide basic first aid for minor injuries and illnesses as required.
- ☞ Assist with treatment, triage and transport of injured or ill campers that may require further evaluation and treatment.
- ☞ During camp re-stock first aid kits *with supplies obtained from retail store in Silverdale, WA or Penticton, BC. (Note: First aid team leader or designee will make the supply run.)*

- 👉 Submit report of needed first-aid supplies to the Volunteer Coordinator at the end of camp.

## **ELIOT INSTITUTE FIRST-AID VOLUNTEER RESPONDERS**

**SELECTION:** The First-Aid Coordinator will ask for volunteers at camp to act as First-Aid Volunteer Responders. These volunteers need to meet the qualification requirements.

**QUALIFICATIONS:** Medical or health care background (physician, registered nurse, certified nursing assistant) or others that have had basic first-aid training.

### **RESPONSIBILITIES**

- 👉 Provide basic first aid for minor illnesses and injuries as required.
- 👉 Communicate to First-Aid Coordinator when you will not be available.
- 👉 Assess stock levels and remove expired medications from the First-Aid Kits as assigned and return stock level sheet to First-Aid Coordinator within 24 hours of the start of the camp and at the end of camp.
- 👉 Assist with restocking of first aid kits as indicated.

### **Stocking of First Aid Supplies:**

**Summary:** In order to be able to provide basic first aid for minor injuries and illnesses that occur during Camp Eliot, a procedure for evaluating stock levels of essential first aid supplies at the beginning and end of the camp will allow missing supplies to be ordered and re-stocked for use by the next group of campers. **Attachment A** lists the items that should be present in either the “big” first aid bag located in the foyer of the Dining Hall and the items that should be present in the other “small” first aid kits located at..... Itemized list of expected supplies will be kept in the “big” first aid bag. This itemized list will also be kept by the volunteer coordinator.

### **Evaluating First Aid Kit Supplies:**

- The assessment of stock levels of first aid supplies will occur within 24 hours after the beginning of Camp Eliot and at the end of the camp by the volunteer first aid providers and/or first aid team leader. Expired medications will also be removed at this time.
- Missing supplies and/or low stock levels of supplies will be indicated on a check list and returned to the first aid team leader.
- First Aid Team Leader or designee will pick-up necessary supplies and medications at a medical supply store in Silverdale, WA..*