

Section 9: First Aid Guidelines and Procedures for Activities and Events

Ovoca Manor:

Private Group Bookings - Groups are required to supply their own First Aid kit, and a qualified first aider with the means to transport group members in need of medical care (doctors, hospitals etc). Ovoca Manor staff and instructors are available to provide additional First Aid support for emergencies and incident management.

SU Activities - Staff and activity instructors are the first authority in administering first aid where they are responsible for leading programs or activities, or any other leadership roles. SU staff and instructors also have a primary responsibility to administer First Aid during an emergency or the management of an incident.

There will always be a manager on duty when SU activities are happening at Ovoca Manor. The Duty Manager is a shared responsibility by the Ovoca Manor staff. The camp or activity leader will be informed of who the duty manager is at the time of the camp/activity. When a group is on site the duty manager must always monitor the on-call phone and be available to manage a scenario or administer first aid should the need arise.

Ovoca Manor's Centre Manager is responsible for the stocking and managing of the Ovoca Manor first aid kits & AED + Cardiac Arrest Kit.

Qualifications and Training:

Due to the remote location of Ovoca Manor SU will ensure that adequate first aid is available.

Scripture Union will ensure that

- All freelance & full-time staff hold valid first aid certificates relevant to their role. Instructors must hold a minimum of the Remote Emergency Care Level 2 or equivalent. Other staff may hold an Occupational First Aid Qualification or higher.
- AED training will be undertaken by the core staff (managers, coordinators, office administrators).
- That a first aider is on site and available when the facilities are occupied.

First Aid Kits

These are available in the following locations:

- The First Aid Kit (Major Incident) is stored: at the Ovoca Manor Office Reception (Size - Large)
- Ovoca Manor Office, Ground Floor (Size - Medium)
- SU Van (Size - Small)
- The bushcraft knife bag (Activities Store)
- The high ropes shed next to the linear course.
- Other camps first Aid kits in storage.

Activity Instructors are required to carry waterproof First Aid Kits when working with a group. An exception is made for instructors operating the linear high-ropes course on their own, as they have access to the large first aid kit.

Administering First Aid

- All leaders should check that they have what they need to get help in an emergency.
- No team member should ever be alone with a child in isolation from others, other than in an emergency and only if necessary.
- Following the administration of First Aid, an incident report form must be completed and forwarded to the Youth Development Team Administrator as soon as possible.
- First Aid kits must be checked and restocked immediately following any usage after an incident.

Transport

If transport is needed for professional medical care:

- Private groups should have & use their own transport.
- During a school retreat an Ovoca Manor staff member with a valid first aid qualification with a teacher will transport and accompany a student to hospital.
- During SU camps, two personnel from either Ovoca Manor staff or camp volunteers will transport the person under 18.
- In an emergency or if necessary, SU staff with an additional adult will provide transport for a private or SU group.

No volunteer or staff member should ever be alone with a child in isolation from others, other than in an emergency and only if necessary.

Contacts & Response

- Call 112 or 999 for support and advice in an emergency.
- A list of emergency contact numbers is on display in the Ovoca Manor ground floor office.
- The emergency contact list should be made available to groups & staff.
- The list should provide additional advice on what hospitals provide a children's emergency department.
- The Duty Manager's phone will be monitored when there is a group on site.
- A list of staff with First Aid qualifications is filed in the staff qualifications folder.
- An Emergency Action Plan is to be put in place, and staff are to undergo training in the implementation of this plan on an annual basis as part of the First Aid Training/Refresher.

Minimisation of risk & accidents

The following measures are to be followed to reinforce the safe delivery of activities and programmes:

- Risk assessments are to be implemented for both indoor and outdoor activities at Ovoca Manor. These assessments are to be made available to SU staff, activity instructors and volunteers. The assessments should provide details on what steps are required to minimise the risk or remove the risk altogether.
- Standard operating procedures are in place for all adventure activities. Instructors are to read and implement these procedures to ensure the safe operation of adventure activities.

- All staff, activity instructors and volunteers must be Garda Vetted.
- Staff, activity instructors and volunteers are to be trained in Child Protection and Safeguarding.
- Instructors are to be provided with and adhere to Scripture Union's child protection policy.
- The process of "Near miss recording" is to be continually undertaken by activity staff and reviewed by the Centre Manager. The intention is to spot a pattern or hazard and eliminate it before someone gets hurt. It is also useful in developing accurate risk assessments and amending standard operating procedures.

External Camps and Retreats

Camps and CSSM Events

All external camps are to be supplied with the necessary first aid kits for their event. All camps are to have a dedicated first aider(s), with access to transport for medical care purposes.

Retreats in school.

The school is responsible for the first aid care of their students.

Retreats outside of school premises.

All schools are to supply their own first aid kits and have a dedicated first aider(s) with access to transport for medical care purposes.