



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email maccamp@shaw.ca
Phone: 250-838-6293 Website: www.mackenziecamp.ca

JOB DESCRIPTION (# 020 Feb 2011)

JOB TITLE: COORDINATOR OF HEALTH AND FIRST AID / FIRST AID ATTENDANT

Reports to: The Camp Director, Executive Director, President of Society, Chair of Personnel Committee

Requirements:

1. Current WCB Level 3 First Aid Certification with CPR.
2. must currently be enrolled in a high school or post-secondary program, and planning to return to school, college, or university in September.
3. Able to work 3-4 months.
4. Ability to be calm in crisis, delegate and command respect.
5. United Church connection an asset.
6. Must consent to a Criminal Records Check.

Summary:

The staff of MacKenzie Camp is challenged to work collaboratively and cooperatively in the creation, development and implementation of the curriculum /program. To achieve this, the staff participates in 5 or 6 days of training before the first summer camp session begins. The First Aid Attendant will work with the Camp Director and Assistant Camp Director to review and prepare the curriculum/program for the Spring and Summer sessions, with a focus on safety. He/she will recommend the training needs of the First Aid program to the Camp Director. Before the school sessions begin, the First Aid Attendant will consult with the Camp Director /Assistant Camp Director to be aware of any current health conditions a student may have.

The hosting of school classes at camp from late May through June is extremely important. This program ensures another 5-6 weeks of work for university students. Each class is accompanied by its teachers and parents and staff facilitate the activities the school has requested. Time permitting, the successful applicant will work with the Camp Director and Assistant Camp Director to plan the summer program and the pre-camp staff training. The United church Standards and BCCA Standards will be followed. Time will be a standard 40 hour week.

Responsibilities:

1. The First Aid Attendant must be aware of the camp policies, procedures, health plan and general rules and BCC requirements for First Aid.
2. During the summer camp sessions, the First Aid Attendant, assists with the registration of campers and in doing this he/she meets the parents, ensures, that treatment requirements are understood, and takes charge of medicine. He/she ensures the information is on the registration form, the medical number, emergency contact, and alternate contact, allergies, are filled out and accurate. The Registration Form includes a waiver that must be understood and signed by the parent / guardian. During the spring school sessions there are parents and teachers in camp who will have all this information. However the First Aid Attendant will want to be aware of any current illness, or condition a student may have.



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3. As soon as possible the First Aid Attendant will read the medical history provided on the registration forms and make note of campers who have diet restriction, allergies, swimming restrictions, emotional problems, bed wetting and discreetly forward this to the appropriate counsellor involved with the camper. Always protect the camper's privacy when you are sharing information.
4. Using First Aid training and knowledge, administer to any camper, staff or volunteer needing First Aid.
5. Accompany or send a designate with a camper or staff member needing to be transported to a local clinic or hospital, unless the ambulance is in attendance. Be aware that Ambulance People DO NOT come across to camp.
6. Maintain the supplies in the First Aid Room, and the room in a clean and safe manner. Do a thorough cleaning on the last day of each camp session and note supplies needed. Supplies need a purchase order from the Camp Director or the Executive Director.
7. Keep a log of all medicine and treatment dispensed, including date, time and name of recipient and symptoms.
8. The First Aid cabin is kept locked. The First Aid Attendant and the Camp Director have a key. The medicine cupboard is also locked.
9. Be available at camp. Keep the Camp Director or a few other staff members informed as to where he/she will be in case of emergency.
10. In consultation with the camp director, contact parents about their child's health as necessary, after an accident, an illness or injury, before a child is taken to a clinic or hospital. Send the appropriate parent consent form with the adult who is accompanying the child. Follow up with contact to parents, to inform them of the child's condition.
11. To accompany out trips, when all or most campers are going.
12. Ensure that first aid kits, accompany hikes and out trips and are restocked after use.
13. Ensure that personal medicine (i.e., EpiPen) required by camper or staff also accompanies the out trip. *The First Aid Attendant*, accompanying the out-trip/adventure canoe/wilderness canoe/ hike, must carry all required camper and staff medications in a locked container, and dispense them according to doctors' orders if they are prescription medication form # 22- 01 or parental permission form # 22-02. The First Aid attendant continues to document administration of all medications, treatments, injuries, and fills out Incident Report, in pen (form # 22-05) while on the trip. See use of EpiPen Pg. 8-16 and Inhaler pg. 8-18.
14. To help train the staff and volunteers in health and safety procedures. If another leader witness or gives first aid, they will document the incident.
15. Notify the Executive Director immediately when treating staff for any work related injury and complete WCB form.
16. Be sensitive toward an individual, who may feel left out, feels homesick, or needs individual attention.
17. The First Aid Attendant will also be a counsellor (see Job Description camp counsellor #040. He/she must attend all scheduled staff meetings, attend all training sessions, and be aware of camp policy and procedures, particularly the Health Policy and Camp Health Plan. When involved with First Aid attending, the campers in his/her cabin must be supervised by a capable counsellor.
18. First Aid Attendant is to clean the first aid cabin at the end of each camp session. It is also important to complete the log for the session.
19. If involved with Staff Training, bring to everyone's attention: location of Air horn, Oxygen tank, Epi Pen, red Emergency Binder, and green Health & Safety Binder. For weekly drills demonstrate suitcase with supplies for Emergency.



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Universal Precautions:

1. Always wear medical gloves in the event of contact with body fluids (ie: saliva, vomit, blood, urine, or stool). And wash hands following.
2. In the event of contact with the skin, wash the area with warm, soapy water to reduce possibilities of transmission of disease.
3. An effective hand wash means soap and water, rubbing all fingers, and hand surfaces, to the tune of Happy Birthday sung twice. Rinse well.

Disposal of Sharps:

The first Aid Attendant will not have scalpels or other sharp devices, other than needles, scissors, and forceps. These will be stored in a puncture proof container. Epipens should be kept in the protective container from the pharmacy. When anything sharp is being discarded, (ie, the used Epipen) the entire syringe and needle is immediately put into a puncture proof container, with a secure lid. A thick plastic, a clean jam jar will work. Store this container out of view and out of reach of children. At the end of the camp season, this container is delivered to the local hospital for incineration.

Work Schedule: (see Camp Counsellor Job Description)

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPER. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.