

## **First Aid Committee Duties**

The First Aid Committee shall provide for any needed emergency first aid and shall have contacts made for severe emergency medical needs.

This includes:

- A. Selecting an assistant chairperson.
- B. Having trained people available at all times for minor emergency medical treatments; i.e., cuts and bruises. These people should be easily recognized; i.e., wear armbands, vests, or hats that identify them as "First Aid."
- C. Making arrangements with the State DAT Director to have the MSA First Aid kit on hand during the campout.
- D. Contacting the local hospital, ambulance, fire department and police to inform them that we are in the area and the number of people involved.
- E. Having a means of contacting the ambulance, fast, in case the need arises.
- F. Having a trained person and first-aid kit at or near the location where the various sports are taking place.
- G. Having a map of the grounds available at the gates to assist emergency vehicles.
- H. If necessary, escorting the ambulance to the site of need.
- I. Keeping records of treatment and of those sent to the hospital. Include in the record:
  1. The person treated and their home address.
  2. The reason for the treatment.
  3. What the treatment was.
  4. Recommendations that were given to the patient.
  5. If an accident, any known witnesses.
  6. If a child, the parent's or guardian's name and address.
  7. Any other information, that it is felt should be included in the report.
- J. Replacing the supplies used from the MSA First Aid kit at the end of the campout. This may have to be purchased and turned over to the State DAT Director at the next MSA meeting.
- K. Providing the campout treasurer a financial report within fifteen (15) days after the campout in a format as required by MSA.
- L. Providing the campout secretary a written report within fifteen (15) days after the campout reporting on the activities of the committee. This should include:
  1. The number of cases treated on the grounds.
  2. The number sent to the hospital in private cars.
  3. The number sent to the hospital by ambulance.
  4. The number of deaths.
  5. A breakdown of the types of accidents reported.
- M. Turning over to the MSA Secretary the accident reports for long term retention at the next MSA meeting.