

**ELIOT INSTITUTE
FIRST AID COORDINATOR
(Revised Jul 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS Should be a medical or health care professional (physician, registered nurse, EMT, firefighter, naturopath, etc) or American/Canadian Red Cross trained first aid provider.

NOTE: Usually a health care professional who has personal malpractice insurance. The insurance coverage is void if they receive compensation of any kind in good Samaritan or volunteer situations.

GENERAL RESPONSIBILITIES: 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. Recruit and manage First Aid Volunteers.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**FIRST AID COORDINATOR
TIMELINE**

BEFORE CAMP

_____ Register for camp. Sign contract and Code of Ethics and return to Registrar.

_____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

_____ Review all the First Aid documents on the Eliot website: First Aid Coordinator job description; First Aid Volunteer job description; First Aid Information Chart; First Aid Supplies and Concussions & Head Injury Information.

_____ Write an article for the pre-camp newsletter with information about health and safety issues.

- For the health of all campers, if a camper has been ill before camp, Eliot asks them to be symptom free for 24 hours before arriving at camp.
- Remind campers of the importance of good hand washing to prevent the spread of a contagious illness during camp.
- If a camper becomes ill (vomiting, diarrhea, or fever) during camp, they should have someone inform a member of the First Aid Team (First Aid Coordinator and Volunteers) so the number of illnesses can be monitored and, if necessary, measures initiated to limit the spread of the illness.

_____ Ideally, recruit First Aid Volunteers before coming to camp. Five volunteers is a good number for larger and longer camps. Ask the Volunteer Coordinator for names of those who have expressed an interest. If not enough people volunteer before camp, at the beginning of camp, ask for volunteers who know basic first aid.

ARRIVAL DAY

- _____ Attend Staff meeting on the first day.
- _____ Get first aid cell phone and charger from the Registrar. Make sure it's charged and ready for use.
- _____ See Storage Closet Manager to get supplies stored at Seabeck
- _____ If Registrar has purchased any supplies, place them in appropriate cart/kit.
- _____ Place first aid supplies in assigned areas or give to assigned people.
 - First aid cart goes in the Inn Lobby (Juniper for Creative Arts). Place a sign on it telling people they can get ice for injuries from Seabeck staff.
 - Kits:
 - o There is a big plastic bin in the storage closet with the first aid kits in it.
 - o Check all kits for supplies.
 - o Put each kit in the building designated (one to Waterfront personnel and the remainder to children/youth staff.)
 - Limit to ten the number of tablets of three medications - acetaminophen (Tylenol), Aspirin, and ibuprofen (or similar non-steroidal pain medication) stored in First Aid Cart. Restock this small supply as needed through the camp week.
- _____ If you need more volunteers, make an announcement at First Night Meeting.
- _____ Meet with the First Aid Volunteers as soon as possible for these purposes:
 - _____ Identify location (housing unit and room number) of each volunteer
 - _____ Assign the review and restocking of first aid kit supplies at the beginning and end of camp.
 - _____ Establish a plan for volunteers to pass off cell phone and charger in consistent simple manner, such as at breakfast. The phone number is printed on the inside of each camper's name tag. **Stress the importance of not forgetting to pass on the charger.** Consider programming the first aid cell phone number into your own cell phone.
 - _____ Review the Washington State Concussion and Head Injury Guidelines for evaluating head injuries. The guidelines are on the Eliot website and in the top drawer of the First Aid Cart.
 - _____ Review the emergency air horn procedure:
 - When THREE LONG BLASTS of the emergency air horn is sounded from the waterfront, all First Aid Volunteers should immediately go to the waterfront to be of assistance.
 - Three blasts are only used for "911" type emergencies.
 - Three blasts require ALL people to leave the swim dock and water, except those responding to the emergency.
 - _____ Other emergency protocol:
 - Call 911
 - **NEXT**, contact Seabeck Office (360-830-5010), let them know you have called 911 and your location. This way they can direct emergency responders to the needed location quickly.
 - As soon as possible, notify the dean and/or board rep.

DURING CAMP

- _____ Restock first aid kits from the large plastic bin of first aid supplies in the Storage Closet or, if necessary, from retail store in Silverdale, WA. (Note: First Aid Coordinator or

designee will make the supply run.) Turn in a reimbursement form to the Registrar.

_____ If a camper needs Urgent Medical Care, a list of Urgent Medical Services with directions and map can be found on the Eliot and Seabeck websites.
See <eliotinstitute.org -> Survival Guide -> Urgent Medical Care >
See <www.seabeck.org -> Local Links -> <Medical Facilities >
This information is also available on the First Aid Cart and posted on the wall near the Seabeck Office.

_____ Coordinate tracking of any possible contagious illnesses (i.e. gastroenteritis, caused by a gastrointestinal virus, such as norovirus). See Addendum A (Norovirus Information) for facts about norovirus.

- Keep track of numbers of cases and update the Deans at least once a day, or more if necessary.
- Along with the Deans and Eliot Board rep, decide if the number of cases warrant a combined meeting of the First Aid Coordinator, Deans, Eliot Board rep, Seabeck staff, and Registrar to discuss whether any measures should be initiated by Eliot staff or Seabeck staff.
- Using announcements and the newsletter, inform campers of the presence of a contagious illness and educate campers on the best practices to prevent its spread.

_____ Fill out and submit an Eliot Accident Report Form to the Registrar of any significant injuries occurring at camp. (Forms are in the top drawer of the First Aid Cart or from the Registrar.)

LAST DAY

_____ Return first aid cell phone and charger to Registrar.

_____ Submit report of needed first aid supplies to the Storage Closet Manager or Registrar at the end of camp. Include first aid supplies to keep the bin of first aid supplies in the Storage Closet stocked. The Registrar will purchase supplies needed.

_____ If you received a bin from the inventory closet, ensure that all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask Golf Cart Coordinator for transport assistance, if needed.

AFTER CAMP

_____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

ADDENDUM A

ELIOT INSTITUTE FIRST AID INFORMATION ON NOROVIRUS (December 2016)

What is Norovirus?

- Norovirus is a virus that causes acute gastroenteritis (inflammation of the stomach and intestines), also called stomach “flu” or food poisoning. There are many types of noroviruses.
- Norovirus is the leading cause of foodborne-disease outbreaks in the United States. About 50% of all outbreaks of food-related illness are caused by norovirus.
- Each year in the US, about 20 million people get sick from norovirus. It also contributes to 56,000–71,000 hospitalizations and 570-800 deaths, mostly among young children and the elderly.

How is it spread?

- Norovirus is spread from person to person, through contaminated food or water, and by touching contaminated surfaces.
- Norovirus is highly contagious and can spread rapidly. Outbreaks can occur anywhere people gather or food is served. Because symptoms come on suddenly, an infected person who vomits in a public place may expose many people.
- It’s mode of transmission is fecal-oral, i.e. a person with the virus has poor hand washing after using the bathroom then touches food consumed by another, or touches surfaces where the virus is picked up by another person who eats without good hand washing.
- Norovirus is hard to kill. It can survive in the environment for long periods of time. It can survive freezing conditions and heat exposure up to 140°F.
- As few as 10 viral particles can cause infection. The average stool or vomit volume can contain over 100 million particles.

What are the symptoms?

- The most common symptoms are diarrhea, vomiting and stomach pain.
- A person usually develops symptoms 12 to 48 hours after being exposed to norovirus. Most people with norovirus illness get better within 1 to 3 days.
- People with norovirus are contagious from the moment they begin feeling ill to anywhere from 3 days to 2 weeks after they have recovered. It can even be spread before a person is ill.
- People can feel extremely ill. Dehydration can be a problem among some people, especially the very young, the elderly, and people with other illnesses, requiring intravenous fluids.

How is it treated?

- There is no vaccine and no specific drug to treat people with norovirus illness.
- Rehydration is important for infected people — they must drink plenty of liquids to replace fluid lost through vomiting and diarrhea. In some cases, fluids may need to be given intravenously.

How to prevent the spread of norovirus?

- Proper hand hygiene:
 - o Wash your hands after using the toilet and changing diapers, always before eating or preparing food, or whenever they’re dirty.
 - o Wash hands carefully with soap and warm water for at least 20 seconds (the time it takes to sing the "Happy Birthday" song twice)

- o Alcohol-based hand sanitizer gels are not effective against norovirus. They may be a helpful addition to hand washing, but they are not a substitute for washing with soap and water.
- Wash laundry thoroughly:
 - o Immediately remove and wash clothing or linens that may be contaminated with vomit or fecal matter.
 - o Handle soiled items carefully, using disposable gloves, to avoid spreading virus.
 - o Wash items in hot water with detergent and bleach at the maximum available cycle length and then machine dry.
- Clean and disinfect contaminated surfaces: Especially after an episode of vomiting or diarrhea, with a solution of bleach and water. Some recommended strengths are:
 - o 1 tablespoon of bleach per gallon of water for stainless steel, food/mouth contact items, and toys.
 - o 1/3 cup of bleach per gallon of water for non-porous surfaces such as tile floors, counter-tops, sinks, and toilets.
 - o 1½ cups of bleach per gallon of water for porous surfaces such as wooden floors.
- Food service can:
 - o Carefully wash fruits and vegetables. Cook oysters and other shellfish thoroughly before eating them.
 - o Adhere to food safety laws and regulations.
 - o Certify kitchen managers and train food service workers in food safety practices.
 - o Establish policies that require workers to stay home while sick with vomiting and diarrhea and for at least 48 hours after symptoms stop. Consider using paid sick leave and on-call staffing, to support compliance policy.

References:

Washington State Department of Health. Home > You and Your Family > Illness and Disease > Norovirus. <http://www.doh.wa.gov/YouandYourFamily/IllnessandDisease/Norovirus>

CDC. Norovirus. (Last reviewed: June, 2016) <https://www.cdc.gov/norovirus/>

CDC, Vital Signs monthly report (June, 2014). Preventing Norovirus Outbreaks. <http://www.cdc.gov/vitalsigns/norovirus/>

North Carolina Department of Health and Human Services, Division of Public Health, Epidemiology Section. Communicable Diseases—Norovirus, Outbreak Management, Disinfecting Your Home. (Last updated: October, 2015). This site includes detailed cleaning procedures for areas exposed to vomiting or feces (poop) contamination; carpeted areas; linens, clothing or textiles; and surfaces corrodible or damageable by bleach. <http://epi.publichealth.nc.gov/cd/norovirus/home.html>

Information compiled by Joan Sandberg
 Chair, Eliot Health and Safety Committee
 December 2016