

# Safety Management Procedures

## Club or Program Safety Information Management

The General Leader of a club or Coordinator of an event or program is responsible for:

- Ensuring that emergency contact information, and any relevant health information, is on hand during club activities.
- Ensuring that forms are kept secured so that they are only available to Trained Leaders and Screened Volunteers in order to check information relevant to the care of the Members. Information should be stored securely in a home, or lock-box and not left unattended.
- Identifying and reviewing any medical issues (ie severe allergies, diabetes, epilepsy, etc.) with the member and parent/guardian and making reasonable efforts to develop a plan to manage care needed, including administration of any medications.
- Respecting confidentiality of personal information.
- Ensuring that copies of the personal and health information are destroyed at the conclusion of the 4-H club year.

## Emergency Response Plan Template

- Indicate who the key contact will be in the case of an emergency. This person should be making decisions and will also be the emergency contact given to parents not attending.
- Establish lines of authority. Decide who will be in charge and make decisions during the crisis. Indicate who should be contacted and list names and telephone numbers if applicable.
- An evacuation plan indicating emergency exits and a designated gathering place to ensure all participants are aware of how to safely exit in the event of a fire or emergency, and how a headcount or roll call will be done
  - Where the event/activity takes place over multiple days or often in a facility, you may consider running safety drills to ensure all are aware of how to respond.
  - Consider specific actions required to support participants with a disability who may need assistance during an emergency. These actions must be determined through discussion with the youth, parents or guardians, and/or the adult before the event or activity.
- Indicate a designated vehicle and driver that will be available in emergencies.
- Ensure that there are Incident Report Forms available for reporting incidents missing person, evacuations (may be posted at the venue)
- Emergencies to consider preparing plans for:
  - Inclement Weather (blizzard, tornado)
  - Missing youth
  - Unauthorized attendees (eg. suspicious adult, protestors)
  - Accident and Injury (human)
  - Accident and Injury (large animal)

## Suggested Contents of a First Aid Kit

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container:

- Antiseptic, wound solution or antiseptic swabs
- Bandage – adhesive strips and hypoallergenic adhesive tape
- Bandage – triangular, 100-centimetre folded, and safety pins
- Bandage – gauze roller, various sizes
- Dressing – sterile and wrapped gauze pads and compresses, various sizes including:- abdominal pad size
- Dressing – self-adherent roller, various sizes
- Pad with shield or tape for eye
- Soap
- Disposable latex or vinyl gloves
- CPF facemask / pocket mask with disposable one-way re-breathe valves
- Forceps – splinter
- Scissors – bandage
- Copy of Emergency Contact information
- Copy of Incident Report Form and Incident Report guidelines

### Suggested Contents for a Livestock First Aid Kit

- Emergency number(s) for local veterinarian
- Antibacterial solution
- Antiseptic wipes
- Disposable non-latex gloves
- Saline solution
- Clean syringe for flushing wounds
- Sterile gauze pads
- Sterile gauze roll
- Non-adherent dressings
- Adhesive tape
- Vet wrap and/or Elastoplast
- Tweezers
- Scissors
- Clean towels
- Bloat treatment
- Pencil and pad

### Administering First Aid

- Other than basic conditions such as skin irritations, cuts, scrapes, and blisters, keep a record of all first aid treatments. The record should include date and time of treatment, who was treated, who did the treatment, what was done, and any other relevant information.
- Follow the Incident Reporting guidelines for all minor and serious incidents.
- Staff / chaperones must inform the parent(s) or guardian(s) of any first aid treatment given to their child.

- If the illness or injury requires medical care, the staff must consult with the youth's parent or guardian and determine an appropriate course of action which may include making arrangements for the youth to be sent home. The staff must inform the parent or guardian of the care that will be provided if the youth remains at the activity.