

EAGLE LAKE USER POLICY/PROCEDURE

First Aid And Medical Arrangements For Organized Events At Eagle Lake Camp and Retreat Center (ELCRC)

I. Policy

- A. All organized Events shall have a medical coordinator (MC) and someone who has a current Standard First Aid certification and someone with a current cardiopulmonary resuscitation (CPR) certification (requirements may be met by one to three persons as long as all requirements are covered).
- B. The procedures documented in Attachment A will be followed to prevent diseases which are carried in the blood and other body fluids from infecting a camper or staff member.
- C. The ELCRC Board will develop and maintain a list of required first aid supplies (LRFAS) and will stock the indicated supplies at the beginning of each camping season. The LRFAS will be provided to each Event's MC.
- D. Each Event's MC shall inventory the first aid supplies at the beginning and end of the Event and give the inventory list to the Resident Manager, who will resupply the items that have fallen below the refill level.
- E. All accidents are to be reported to the Event MC, who will keep a log of treatment.
- F. The ELCRC Board will designate one or more duly licensed practitioners of the healing arts to be called in an emergency and medical facilities (clinic and/or hospital) to be used. Before each Event begins the Event MC will establish contact with the designated facilities. Appropriate telephone numbers and locations will be posted in the Nurse's Station and near the camp telephone.
- G. For all children's Events, all campers shall provide a completed medical form for the Event MC.
- H. For all Events, designated emergency vehicle(s) will be available at all times (Vehicle to be equipped with at least a half tank of gas, keys in ignition, and a map showing the route to the designated emergency facility.). Each emergency vehicle shall also be equipped with a road emergency kit (First aid kit, road flares and fire extinguisher) which will be supplied by the ELCRC for use during the Event.
- I. The ELCRC treasurer shall maintain a written record of the MC for each organized Event.

II. Procedure

The Standard First Aid certified person will show their current certificate (original document) to the Resident Manager or to a member of the ELCRC Board, and a photocopy of the certificate will be provided for the ELCRC files.