

PURPOSE		APPOINTED BY	TERM
Ensure the safety of girls and adults present during Girl Scout troop activities, outings, and events and administer first aid as needed.		Troop Leader	Troop Activity or Troop Year Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> • Review the Safety Activity Checkpoints for your selected activity to know when a Troop First Aider is needed. • Be present throughout the entire activity or trip, and ideally should have no other responsibilities or duties and file the necessary paperwork after the activity, outing or event • Follow the 14 Girl Scout Safety Guidelines at all times • Download the latest “GSNorCal Health & Safety Plan for Activities or Events” from the council website and follow protocol outlined therein, including : <ul style="list-style-type: none"> • Maintain a first aid kit: Inventory and purchase needed supplies before activities/trips, and replenish after • Obtain directions to the nearest hospital and maintain a list of emergency phone numbers including ambulance, poison control, police and hospital within 30 minutes • Communicate safety guidelines and emergency procedure to girls and adults • Maintain and review the girl and adult Health History form • Keep and dispense medications according to GSNorCal guidelines • Administer first aid as needed to girls or adults, and inform troop leader and parents of any injuries sustained • Maintain Health Log for troop • Maintain a supply of Accident/Injury & Incident forms and insurance claim forms. If there are any injuries, ensure that those are filed within 24 hours along with a copy of the girl’s or adult’s Health History form 		
QUALIFICATIONS	<ul style="list-style-type: none"> • Registered & Screened Girl Scout, at least 18 years of age, with volunteer approval on file • Current First Aid and CPR certification as specified in <i>Volunteer Essentials</i>. A Wilderness First Aider is required when the activity or trip is located more than 30 minutes away from emergency medical responders or as indicated in the Safety Activity Checkpoints. • Completion of “Girl Scout First Aider” online training, go to http://training.girlscoutsnorcal.org • Ability to maintain good judgment regarding health and safety procedures and crisis situations. • Ability to assess when additional medical attention should be obtained • Knowledge of typical emotional & physical needs of children • Knowledge in CPR and First Aid protocols for adults and children • Good oral and written communication & interpersonal skills • Knowledge of health and safety standards as outlined in <i>Volunteer Essentials</i> and GSNorCal Health and Safety Plan for Activities or Events. 		
For more information, details and links for this position, go to: http://training.girlscoutsnorcal.org			
APPOINTMENT			
Your appointment to the above position begins		and will continue to September	
on _____		30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date