



Peninsula Outdoors - First Aid Policy

Introduction and Purpose

This policy is devised to ensure the safety and well-being of all visitors at Peninsula Outdoors. It outlines essential guidelines under the following sections:

1. General First Aid Principles
2. Dealing with Major Emergencies
3. First Aid and Medical Checklist

The primary objective is to maintain confidentiality while prioritizing health and safety measures. Collaborating with group leaders visiting Peninsula Outdoors sites is pivotal for delivering superior care and hospitality.

1. General First Aid Principles

Staff Training

It is recommended that at least one adult member of each group holds a minimum first aid certification level two. This designated person shall be responsible for First Aid within the group. Upon arrival at the camp, the identification of this 'First Aider' must be communicated to Peninsula Outdoors site management.

Peninsula Outdoors staff members with first aid training will administer aid under the following circumstances:

- In emergency situations
- If the designated first aider is unavailable

Campers are advised to refer any non-emergency first aid needs to the designated first aider. Each group is responsible for supplying their own first aid kit for activities, with Peninsula Outdoors' kits reserved for emergencies only.

Referral to Medical Care

In cases requiring ambulance transport or medical attention, the designated first aider must inform Peninsula Outdoors staff immediately, preferably before contacting emergency services or leaving the campsite. Peninsula Outdoors will arrange for referral to the nearest medical facility, and the user group must organize transport (own vehicle, ambulance, or taxi).

To comply with Australian Campsite Association accreditation and State Occupational Health and Safety regulations, any injuries must be reported to camp management, and an accident report form should be completed promptly.

Medical Report Forms

The camp coordinator should request medical report forms for all campers and accompanying adult staff. This request must clarify:

- Purpose of information collection
- Access permissions
- Information storage
- Individual access rights
- Permission for information release to Peninsula Outdoors staff for well-being, e.g., dietary requirements
- Permission for release to professional medical staff in emergencies

2. Dealing with Major Emergencies

Procedures for major emergencies are detailed in Peninsula Outdoors' Emergency Management Plan, available upon request to group coordinators before the camp. Summaries of emergency actions are available in each room across the site.

3. First Aid and Medical Checklist

Before Arrival

- Identification of designated first aiders
- Collection and collation of medical report forms (including adults)
- Identification of any issues needing follow-up (e.g., additional information, asthma plans)
- Notification to Peninsula Outdoors site about major allergies or special diets two weeks prior to camp

Upon Arrival

- Identification of designated First Aiders to Peninsula Outdoors management
- Provision of critical medical details
- Familiarization with Peninsula Outdoors Emergency Management Plan

During Stay

- Promptly inform Peninsula Outdoors management of any medical first aid incidents

This policy ensures a structured approach to first aid management while safeguarding the health and privacy of visitors to Peninsula Outdoors camping sites.