

First aid co-ordinator

- Organise a team of qualified people to provide First Aid cover for each day of Lighthouse (9am -3.30pm)
- Check the stored medicines and other items and obtain any new items required
- Receive and share with your team, as appropriate, confidential medical information about children and helpers attending Lighthouse
- Receive and share, as appropriate, contact details for parents
- Set up the First Aid area to include a fridge for medicine storage and a camp bed
- Talk to parents about medical issues when children arrive on the Monday morning (and other days if required).
- Put inhalers and auto-injectors in bum bags with a parent-completed form for children to keep with them
- Keep other medication that needs to be given during the day in the First Aid tent for administration as appropriate
- You will be issued with an incident book which should be used to record any incident during the week.

First Aid team helper

- Ensure the First Aid area is manned throughout the day and that, if you are away from the area, you can be contacted if needed
- Talk to parents (if the First Aid lead is not available) about medical issues when children arrive on the Monday morning (and other days if required)
- Put any inhalers and auto-injectors in bum bags with a parent-completed form for children to keep with them
- Keep any other medication that needs to be given during the day in the First Aid area for administration as appropriate
- Assess all children brought to the first aid area, or who you are called to help on the site. Provide medical attention as required.
- If a child needs to leave the site due to illness call the child's parent/guardian and take the child to the registration area at the appropriate time for them to be collected.
- If major injury has been sustained call emergency services and advise the Registration team to expect them
- Complete an entry in the Incident book for every child treated

At the end of the Lighthouse week the First Aid area should be cleared, putting all medicines and other items that will still be in date next year in a clearly labelled box for storage in the Lighthouse shed. Any items that will be out of date within the year should be safely disposed of.