



4-H Nova Scotia Safety Assessment and Management Procedures

Contents

Contact Information:.....	1
Safety Drills:.....	2
Activity Plans:	2
Incident Reporting Protocol	3
First Aid Policy Standards	4
Standard First Aid Kit Contents (St. John Ambulance Nova Scotia Level 2)	5
Livestock First Aid Kit Contents	5

Contact Information:

Trained Leaders must have access to member and volunteer contact information for each participant.

This will include:

1. Emergency Contacts
2. Provincial Health Card Number
3. Medical Information, including instructions for medications
4. Code of Conduct
5. Permission Forms/Waivers for participation in activities
6. Photo/Video Release

Leaders and members must update these pieces of information annually as part of the registration process, when changes occur, and when participating in travel.

General Leaders will be responsible for:

1. Having up to date health information on hand for all Club General Meetings and activities. This responsibility must be delegated to another Trained Leader if the General Leader is not present. General leaders to provide Trained Leaders health information for members participating in their project or activity. Forms are to be kept secured so that they are only available to staff, trained leaders and screened volunteers to check information relevant to the care of the member. Store them in a safe location in your home and do not leave them overnight in your car.
2. Reviewing medical issues (diabetes, severe allergies etc.) with the member & parent/guardian, and making a reasonable effort to develop a plan to manage care as required. This includes administration of medication.
3. Respect the confidentiality of personal information received in discussions with youth or parent/guardian or on their health information form. This information should only be discussed with those involved in their care.
4. Identify participants with severe allergies or health care issues to staff, leaders and volunteers. Parents/guardians must provide information about typical signs of a reaction and the treatment required.

For youth attending an event outside of their typical club, they should carry a copy of their health information form and include a photo of themselves to assist staff and leaders they are not familiar with.

Safety Drills:

At the start of an activity/event make all participants aware of safety and emergency procedures.

- Indicate who and where to go to for first aid assistance.
- Indicate where or who has a phone for reporting an emergency.
- Indicate the location of emergency exits and the gathering place away from danger. Signs to be posted for muster stations in frequently used locations.
- Highlight other site/facility safety precautions such as fire procedures and pool or waterfront rules.

Activity Plans:

All overnight events, multi-club events, or events which include transportation, third-party waivers or are considered high-risk must have an approved activity plan. The activity plan is available as an online form at <https://4-hcanada.i-sightuat.com>. Hard copy forms are available by contacting info@4hnovascotia.ca or on www.4hnovascotia.ca

The activity plan will include the following information:

1. Name of Event
2. Estimated Number of Members/Youth Attending
3. Estimated Number of Adults Attending
4. Names of Leaders Attending
5. Ratio of Adult: Youth
6. Start Date and Time
7. End Date and Time
8. Activity Description
9. Purpose of Activity
10. Location (Facility Name, Address & Phone Number)
11. Supervision Plan Throughout the Program
12. Number of Nights, if an Overnight Program
13. Overview of Accommodation Plans
14. Overview of Transportation, if transportation is part of the program
15. Member Requirements, such as money, equipment, food clothing etc.
16. Risk Assessment of Activities, are any additional leader certification or safety protocols required
17. Name of Designated Leader with First Aid Certification
- 18. Emergency Plan**
 - a. Include EMS contact information for the location of the activity.
 - b. Specific actions required to support participants with special needs.
 - c. If travelling with older members who may be temporarily unaccompanied, ensure they have a copy of the emergency plan and contact information.
19. Are you using any third-party service providers or vendors? Yes or No.
20. Is proof of insurance required? Yes or No.

The Leader in charge must confirm the following:

1. All members have registered for the current club year following provincial guidelines.
2. Member registration forms/emergency contact and health information will be on hand during the activity and stored securely.
3. Leader contact information and event plan have been shared with members and guardians in advance and will be posted in accessible location during the activity.

4. I understand all Youth Safety policies apply to this event and travel including the Rule of Two.

The event plan must be submitted and approved prior to any promotion of the event to members. Plans will be reviewed and approved by 4-H NS senior staff person within two weeks of receiving the submission. Events may not be promoted until approval is received.

When travelling or attending an event in another community, identify a contact person that is not attending. They may be called on to assist with a situation or emergency. Ensure they have the following:

1. Event Plan, which includes the Emergency Plan
2. Final detailed trip itinerary, including probable stopping points, contact information for accommodations, and the physical description of the group i.e. size, tent colors, automobiles etc.
3. Names and addresses of participants, their parents/guardians and emergency contacts.

Event Plans must include a designated leader with first aid certification to take control in the event of an emergency.

This individual will:

1. Access nature of the accident and extent of the injury or injuries.
2. Direct other leaders to call for appropriate assistance and manage the crowd.
3. Contact parents/ guardians and keep them informed of any first aid treatment given to their child.
4. Treat or oversee treatment until medical personnel arrives.
5. If the illness or injury requires ongoing medical care, consult with the parents/guardians to determine the appropriate course of action which may include arrangements for the member to be sent home. The leader must inform the parent/guardian of the care that will be provided if the youth remains at the activity.
6. Document and report the incident.
7. Evaluate the accident for future prevention.

Incident Reporting Protocol

The staff, trained leader or volunteer or other adult closest to the incident must complete the Incident Report, when it is safe to do so. The report is available online at <https://4-hcanada.i-sightuat.com>. Hard copy forms are available by contacting info@4hnovascotia.ca or www.4hnovascotia.ca.

For serious incidents call the provincial organization immediately.

4-H Nova Scotia Board President: Mila MacLean, Phone: 902-754-7454

4-H Nova Scotia Senior Staff Person: Shannon Weckman, Phone: 902-414-5432

Incidents that must be reported:

A **minor incident** is an ordinary occurrence or near miss and is documented in an incident report. Other than basic conditions such as skin irritations, cuts, scrapes and blisters, keep a record of all first aid treatments that includes: date and time of treatments, who was treated, who did treatment, what was done, location and any other relevant information. The purpose of the Incident Report is to ensure 4-H has details of the incident should questions arise and to ensure preventative measures are taken.

A **serious incident** involves any of the following and requires detailed documentation in the incident report.

- Assistance from authorities (fire, police, ambulance etc.)

- Participants who are emotionally or psychologically distressed
- Widespread illness of many participants
- A stay in a hospital
- Life-threatening illness
- Has future health care repercussions
- Poses a serious or significant negative impact on the 4-H organization
- Future insurance implications
- Interest from the media
- Future negligence and/or criminal repercussions.

For serious incidents, also include the following with the incident report:

1. The event plan
2. Notes/statements related to the incident
3. Copies of applicable permission forms, release of liability and waivers

4-H Nova Scotia Senior staff person will review all incident reports and communicate with 4-H Canada within 24 hours of a critical or serious incident.

Additional steps, at the Discretion of the Senior Staff Parson, may include:

1. Further investigation and documentation
2. Implementing preventative measures
3. Contacting the 4-H insurance provider
4. Providing mediation, conflict resolution, coaching or support to the parties involved.
5. Handling Press or other inquiries

If the incident is related to misconduct or behavior, or the potential abuse of a child, appropriate measures should be taken as outlined in the Misconduct Reporting Policy and Duty to Report Policy.

First Aid Policy Standards

4-H Nova Scotia is committed to providing members with a fun and safe hands-on learning environment.

- 1) All County and Provincial events and activities must have an event plan.
- 2) 4-H Nova Scotia Senior Staff Person reviews and approves event plans.
- 3) First aiders must provide a copy of their certificate and have their current certification recorded in the membership database.
- 4) Names of the designated first aiders will be included in the event plan.
- 5) Number of first aiders required for events:
 - a. Local club meetings and events: recommended (but not mandatory) that at least one adult leader has a current Emergency First Aid certificate, especially for foods, woodworking, welding, archery, shooting sports, and large livestock.
 - b. Overnight program or riskier activities (i.e. exhibition, clinics, Achievement Days, woodsmen competition) and when EMS response is 30 mins-1 hour: at least one adult leader has a current Emergency First Aid certificate. Ratio of first aider/participants is 1:25.
 - c. Remote Locations: if the EMS response time is more than 4 hours, one leader requires Wilderness First Aid (even if they are a health care professional)
 - d. 4-H Weekend and Nova Scotia Provincial 4-H Show: St. John Ambulance, Red Cross or Emergency Health Services on Site.

- 6) The leader in charge will ensure that all meetings and activities will have first aid equipment appropriate for the activity.
 - a. Local Club meetings and events: Standard First Aid Kit required.
 - b. Livestock Events: Livestock First Aid Kit suggested. 4-H Nova Scotia recommends the animal owner/agent administer first aid care to animals.
 - c. 4-H Weekend and Nova Scotia Provincial 4-H Show: St. John Ambulance, Red Cross or Emergency Health Services on Site.
- 7) 4-H Nova Scotia recognizes that some professions, by the nature of the job, will have a first aid element, for example Nurses, Midwives, Police Officers, Medical Practitioners, Members of Armed Forces, Ambulance Care, etc. These professions may be exempt from undergoing more first aid training. It is recommended that health care professionals consult with their employer with regards to their professional insurance before taking on the role of first aider.

Standard First Aid Kit Contents (St. John Ambulance Nova Scotia Level 2)

- Sterile gauze pads (dressings) in small and large squares to place over wounds
- Adhesive tape
- Roller and triangular bandages to hold dressings in place or to make an arm sling
- Adhesive bandages in assorted sizes
- Scissors
- Tweezers
- Safety pins
- Disposable non-latex gloves, such as surgical or examination gloves
- Antiseptic wipes or soap
- Pencil and pad
- Barrier devices, such as a pocket mask or face shield
- Canadian Red Cross first aid manual

Add:

- Emergency telephone numbers for EMS/9-1-1, your local poison control center
- Copy of Incident Report form

The kit should be checked monthly and restocked as needed.

Livestock First Aid Kit Contents

- Emergency telephone numbers for local veterinarian.
- Antibacterial Solution/Wipes to clean your hands
- Disposable non-latex gloves, such as surgical or examination gloves
- Saline Solution
- Clean syringe (to draw up and use to flush wound or eye)
- Antiseptic scrub
- Sterile gauze pads (dressings) to place over wounds
- Sterile gauze roll
- Non-adherent dressings
- Adhesive wrap (vet wrap, Elastoplast)
- Adhesive tape
- Tweezers
- Scissors
- Thermometer
- Isopropyl (rubbing) alcohol

- Clean towels or paper towel
- Antibacterial ointment
- Bloat (anti-gas) treatment
- Pencil and pad