In case of Emergency

enrichment training for troop first aiders and leaders

7/2015
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In case of Emergency

Emergencies require prompt action and quick judgment. For many activities, Girl Scouts require that at least one adult volunteer serve as a troop first aider.

This course is designed to be used by volunteers who hold current CPR and First Aid certification and will serve as a First Aider for a Girl Scout troop or group.

Disclaimer: “It is recommended” and “you should” indicate guidelines, not Girl Scouts Carolinas Peaks to Piedmont policy.

Why study this course?

As an enrichment course, it offers guidance on:

- the responsibilities of a First Aider beyond administering basic first aid
- planning for safety
- maintaining records related to girls’ health and safety
- emergency response procedures
- GSUSA and GSCP2P procedures.

To receive credit for this independent study follow the directions on the last page.

What is a troop first aider?

A troop first-aider is any adult volunteer who has a current certification from a Girl Scout–approved first-aid and CPR training. It is recommended that the CPR class include both adult and child CPR/AED certification. For first aiders working with Daisy and Brownie level girls, your CPR certification must include child CPR.

Doctors, dentists, physician assistants, nurse practitioners, registered nurses, licensed practical nurses, paramedics, military medics or EMTs may also serve as a troop first aider.

What is Girl Scout approved first aid and CPR training?

Curriculum developed by the American Red Cross, the National Safety Council, EMP America or American Heart Association are all approved.

Where can I get these trainings?

Volunteers may attend classes offered by their local American Red Cross, fire departments, rescue squads, hospitals, work places or other agencies. Online classes MUST have a face-to-face skills demonstration session; a class that is completely online is not acceptable by Girl Scouts of the USA.
The council also schedules first aid and CPR classes for volunteers. (Check the council’s calendar for classes that are scheduled) Classes may also be requested for groups of six or more adults and or older girls. For more information contact GSCP2P Adult Learning Department.

**When is a troop first aider required to be present?**

Safety Activity Checkpoints tell you when a first-aider needs to be present.

There are two categories of first-aiders:

**First aid (level 1):** The presence of a first-aider (level 1) is required for many group activities. The course required to be a first-aider (level 1) is one that offers standard first-aid and CPR. The Safety Activity Checkpoints state clearly when a first-aider (level 1) is needed.

**First aid (level 2):** The presence of a first-aider (level 2) is required at resident camp, and at any camp activity with more than 200 participants. Some additional activities require a first-aider (level 2); the Safety Activity Checkpoints state clearly whether a first-aider (level 2) is needed. First-aiders (level 2) pass the same course as first-aiders (level 1), and also have emergency response/first response, sports safety, wilderness first-aid, and/or advanced first-aid and CPR training. Each organization has a different name for its training, so be sure to ask whether a training course fulfills the level-2 requirements.

**What are the duties of the troop first aider?**

As a troop first aider you have two main duties; preparing for an emergency and responding to an emergency.

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**Preparing for an Emergency**

Being prepared for an emergency requires four things; planning, attitude, supplies and communications.

**Planning ahead**

You will never know in advance what emergencies will occur or when, but you can plan ahead to know what the most likely risks are in a given situation and to prepare for and, hopefully, avoid them.

When planning activities, the troop leader and troop first aider are both responsible for doing pre-trip planning with the girls.

The whole troop should be involved in the planning of activities. In keeping with the three processes of the Girl Scout Leadership Experience, be sure that all activities are girl-led, taking into account the age and abilities of the girls. Older girls can take the bulk of the responsibility for carefully planning and executing activities, while younger girls will require more of your guidance but should still be deeply involved in making decisions about their activities. Give the girls the chance to learn cooperatively, by having girls teach each other new skills they may need for activities, rather than hearing all that from you. Let girls learn by doing: If research or special equipment is needed, they’ll learn better doing that research themselves than by having you do the legwork and report back to them. Even Daisies can do basic research and give reports or do show-and-tell for each
other. Ambassadors may need you only for moral support as they research, teach each other, and plan every detail of their excursions.

The first thing you must ask yourself when planning an activity is whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. Prior to any activity, read the specific Safety Activity Checkpoints related to any activity you plan to do with girls. If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, be sure to check with your Membership Service Manager before making any definite plans with the girls in your group. What’s safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are at an activity and unsure about the safety of continuing the activity, follow the crisis card procedure. Err on the side of caution and make the safety of girls your most important consideration.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls’ individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress.

During the planning of an activity, the troop leader/first aider should help the girls develop an emergency plan for:

**Fire**: Consider whether you are in a wooded area or inside a building. Plan an evacuation route. Always have a meeting place in case of emergency.

**Weather**: Consider whether you are in a wooded area or inside a building. An emergency weather radio will allow troop leaders and first aiders to receive weather forecasts. Think about what to do during heavy rains and/or high winds, a tornado, or when there's lightning, flooding, or during winter storms.

**Personal injury or a lost individual**: The troop leaders, first aider, girls, and other adults need to know their roles and responsibilities in the event of a lost or injured person. Try to be familiar with the area you'll be visiting. Know the location of landline phones (cell phones don’t always get reception even in populated areas) and the phone number for police, fire, medical personnel, and hospitals and clinics. (In most cases, 911 will get you anyone you need)

Part of an emergency plan is the use of the **buddy system**. The buddy system is a very effective way to help insure the safety of all troop members.

During planning, you (troop leader or troop first aider) should determine who the emergency contact person will be who stays at home. Before leaving for the activity, the troop leader/first aider will:

- Leave a list of names, phone numbers, and other vital information of all people going.
- Let the emergency person know how to contact you and where you'll be.
- Leave a route of travel with the emergency person, along with a copy of the outing itinerary so that they can contact you or the parents in an emergency.
- Your emergency contact person is not just for emergency situations. If you will be late getting home, call your emergency contact person, and they will contact all the parents in the troop.

While planning, have the girls come up with a list of basic and specialized clothing and equipment to bring. These may include items such as flashlight, batteries, cell phone and
charger, extra cash, a map of the area, a multi-tool, emergency blanket, first aid kits, candles, fire starters, and protective gear just to name a few. Make sure the girl know which clothing items to bring and sometimes, even more importantly, what not to bring. Remember, the key to being dressed for any kind of activity, indoors or out is..... LAYERING.

Two more things that have to be taken care of during the planning stage by the troop leader or first aider before going on the activity are: checking to see if additional insurance is needed and filling out and submitting the troop travel application if needed.

Additional insurance is needed for events or activities which last more than two consecutive nights and/or if you have any non-registered Girl Scout attending the activity. (appendix 1) The troop travel application is required for camping, trip/events that are conducted on non-council sites and day trips out of council jurisdiction. If you have any questions about additional insurance or the troop travel application, contact your Membership Service Manager.

For more information on planning extended trips for your troop see the GSCP2P Extended Troop Trip Handbook. This training is required for any troop going on an extended trip.

**Attitude of Safety**

In addition to planning for emergencies and responding to them, instilling an attitude of safety among your troop reduces your risk of having emergencies occur.

Some ways to install this attitude of safety are to:

- Conduct troop safety training that instructs the girls on best practices to avoid common accidents. (not just at GS activities but at home and play as well)
- Make safety a priority for your troop by stressing the importance of following proper safety precautions in all activities from washing their hands before snacks to tying their hair back around a fire.
- Make safety a regular topic at troop meetings. If an accident happens at an activity, make sure you talk about how it could have been prevented.
- Conduct safety checks on a regular basis. Keep the girls on their toes by checking that they are following proper safety techniques and wearing any protective gear necessary to keep them safe.

Have the girls learn basic first aid procedures. A good way to start is to have an activity where you put together a first aid kit with the girls. While putting it together, talk to them about the different items going in it, from saline solution to triangular bandages, to cold packs, etc. Explain their uses, and give the girls a scenario in which they may find themselves in need of that particular item. Help them learn simply through conversation how and when you use first aid equipment. You could even make a game out of it, and quiz your child on how to use each item in it by holding them up in random order. A few words of caution on teaching the girls first aid:

- Warn the girls about trying to do too much for themselves.
- Impress on them the importance of getting help rather than attempting to treat severely injured or ill person themselves. This is particularly important because many girls who have learned a little first aid are eager to put it to use.
• Be sure they know that the best first aid is to get help and the let medically trained personnel take over the care.

Have the girls teach younger girls about safety. When older girls teach younger girls, they tend to take ownership of what they are teaching.

Have the girls set a safety code of conduct and agree to follow it. The code may change slightly depending on the activity.

Most importantly to help instill an attitude of safety: **Role-model the right behavior.**

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**The Right Supplies**

An important part of preparing for an emergency is having the right supplies available if an emergency does happen. Minor emergencies can become major ones if you do not keep the first aid/emergency kit and other supplies on hand at all times.

The troop first aider should make sure a general first-aid/emergency kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). You can buy a commercial kit, or you and the girls can assemble a kit yourselves. The American Red Cross offers a list of potential items in its [Anatomy of a First Aid Kit](https://www.redcross.org/anatomy-first-aid-kit.html). (Baby aspirin is on the list as a treatment during a heart attack not for pain relief.)

**Why is it called a first aid/emergency kit?** Besides basic first aid supplies, the kit should also contain items that may be needed in case of an emergency; flashlights and batteries, calling cards and quarters for phone calls, a fully charged cell phone and blankets. All kits should also contain a list of emergency numbers and a copy of the council’s [crisis card](https://www.redcross.org/anatomy-first-aid-kit.html). (Emergency procedures for a fatality, serious injury or crisis) A folder containing [girl and adult health forms](https://www.redcross.org/anatomy-first-aid-kit.html), [activity permission forms](https://www.redcross.org/anatomy-first-aid-kit.html), (activity permission side 2), [incident report forms](https://www.redcross.org/anatomy-first-aid-kit.html) and a first aid log (appendix 3) should also be with the kit.

**How am I going to carry all this stuff?** The answer is to customize the first aid kit to cover your specific needs for each activity. For regular meetings, just your basic first aid supplies should be plenty. If the girls are learning to cook on a stove or over an open fire, then items for burns (cold packs and burn creams-parent permissions required for application) would be good to have on hand. For camping or traveling in the winter, solar blankets, matches, candles, and fire starters would be called for. How about an outdoor activity during the summer: Add an electrolyte drink mix as well as instant cold packs and sunscreen (parent permission required) to the kit.

**What do I pack the supplies in?** The container for the kit in most cases should be sturdy and waterproof. Again it will depend on your activity the kind and size of case you will need. For some activities, simply packing items in a zipper lock plastic bag will be sufficient, while others may require more rigid protection. The kit should be well marked so that it is easily recognizable by anyone who may need to use it. The International Organization for Standardization (ISO) recommends a green kit with a white cross and in the United States a white kit with a red cross is also easily recognizable.
Is the troop first aider/leader responsible for the administration of medications (prescription and over-the-counter-OTC)? Girl Scout volunteers are not required or encouraged to administer medications to girl members. Taking over-the-counter or prescribed medication is the responsibility of the girl needing the medication and her parents. However volunteers may agree to accept the responsibility of administering certain medications. If a girl is not old enough to administer her own emergency medications (EpiPens and Bronchial inhalers), either the parent needs to attend the event with the girl or the troop leader/first aider will need to take training to be certified to administer the medication.

What is the GSCP2P policy on medications?

“Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl’s custodial parent or guardian. Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen, or diabetes medication.”

Any medications a girl may need during an activity, along with the medication permission form, must be given to the troop first aider/leader prior to departure. Even if the girl will carry her own medication, the medication permission form for that medication must be turned in prior to departure.

All medications must be in its original packaging (with the girl’s name, doctor’s name and dosage directions for prescriptions). This includes all over the counter medications, even vitamins. Medications can only be dispensed according to the labeled directions unless it is accompanied by a note from your physician.

The girl’s health form has a list of over-the-counter medications that you may or may not wish to keep with you for use on a non-regular basics. Parents will indicate which medications may be administered to their girl. (One warning: the health form list includes Pepto Bismol as an OTC that can be given to the girls. Pepto Bismol contains Salicylate which has been linked to Reye Syndrome.) If you have any doubts as whether to give OTC medications or not, call the parent and ask them what they want you to do.

At no time shall an adult who is not the designated first aider/leader administer any medications, including over the counter remedies, except for a girl’s own parent.

Should medications be carried in the first aid/emergency kit? No. Medications should be kept separately from the first aid kit and out of the reach of children.

Besides assembling the first aid kit, the first aider also needs to, from time to time, inspect and stock any items or supplies that are low or missing. A good time to do that is when the troop is planning an activity or trip. Have the girls help you plan what might be needed in an emergency and then help pack the kit.

What are some useful items to include in the first aid/emergency kit that you may not have thought of? duct tape, soap and/or instant hand sanitizer, sharpies marker, plastic bags for use as ice bags and for the disposal of contaminated materials, feminine hygiene supplies, needle and thread, pencil and pad. Sunscreen and bug spray are a good thing to
include in the kit, but you must have parent’s written permission before you dispense it to the girls.

When applying sunscreen, it is recommended to keep to the “safe zones” of the upper back and shoulders. Girls should be able to apply the lotion to any other area. Troop first aider/leaders should put the lotion on the girl’s hand and make sure they apply it to themselves properly. Remember to check the labels of these products as some need reapplication every 20 to 30 minutes. The Skin Cancer Foundation recommends a broad spectrum sunscreen with a minimal SPF of 15 and reminds us that every person’s skin has a different sun sensitivity level. Besides sunscreen, the best defense against the sun is to cover up with clothing and hats and avoiding the sun as much as possible between 10 a.m. and 4 p.m.

When using bug sprays with DEET, it is recommended that you follow these guidelines:

- Apply DEET sparingly on exposed skin; do not use under clothing.
- Do not use DEET on the hands of young children
- Avoid applying to areas around the eyes and mouth.
- Do not use DEET over cuts, wounds or irritated skin.
- Wash treated skin with soap and water after returning indoors.
- Wash treated clothing.
- Avoid spraying in enclosed areas; do not use DEET near food.

**Emergency Contacts and Communications**

Another essential component of preparing for an emergency is having emergency contact information and communication plans in place. During the planning of the activity, an emergency contact person who is at home should have been chosen and given the appropriate information.

**Get parent/guardian permission.** When an activity takes place that is outside the normal meeting time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate. The activity permission form should be used for this. Keep this form with the first aid kit. It will be turned in with the incident or accident report form if there is an emergency.

In the case of an auto accident or other serious emergency, the troop leader/first aider should call 911 or other emergency response professionals before contacting the council’s crisis number (The number can be found on the council crisis card that should be with the first aid kit). After 911 has been called and the scene has been secured, the council’s crisis number will be the next call. The council staff will then tell you the next steps to take including who will contact the parents if needed.
Responding to an Emergency

What is considered an emergency?

- A fatality or serious injury requiring urgent or emergency medical treatment
- A traffic accident involving Girl Scouts during Girl Scout activities
- An illness serious enough to require hospitalization
- Any situation which involves law enforcement officers
- Allegation of child molestation or rape
- Lost participant
- Kidnapping
- Allegation of tampering with products sold
- Threat of legal action
- Other occurrences that may have adverse media or legal implications

Depending on the situation, you may or may not need all the steps listed below, but you should follow this outline in nearly all situations. In the event of an emergency involving illness or injury, the troop first aider should take over and assign responsibilities to the troop leader and other adults.

1. **Take control of your feelings; don't act impulsively**

2. **Get to a safe place**
   - Regardless of the situation, getting the girls and yourself to a safe place after an emergency will help prevent any additional accidents or injuries from occurring. This will allow you to assess the situation and proceed.

3. **Assess the situation**
   - Is anyone injured? Has any property been damaged? Do you need to call 911? Is the scene safe to approach? Answering these basic questions will determine your next steps.

4. **Call for help**
   - In any case of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Know your limits. If anything beyond very simple first aid is required, always get EMS or other professionals involved right away. If unsure if you should call EMS or not, err on the side of caution.

   - When calling for help in an emergency, clearly give your name, location and directions to the site, telephone number you are calling from and the nature of the emergency.
   - Make sure that you answer any questions the operator has for you and remain on the phone until help arrives or the operator tells you to hang up.
5. **Assist the injured**
   Provide first aid where possible; stabilize those with major injuries. **Do not move an injured individual unless:** 1) it is necessary to protect their life, 2) you must move them to be able to administer life saving first aid/CPR to them, 3) they are blocking the way for you to get to someone else more seriously injured. After a fall or impact injury, a person can have head, neck, back or internal injuries that could be made worse if they are moved.

6. **Notify council staff.**
   Call the council crisis number (877) 331-5904. After receiving a report of an accident, council staff will arrange for additional assistance, if needed, at the scene, and may notify parents/guardians, as appropriate.

   Refer all media inquiries (press, radio, TV) to the council staff --use the emergency number noted above. Statement you can make: **“When the emergency has been resolved and facts are known, a statement will be made by the Girl Scout spokesperson.”** Do not make any statement about the emergency to anyone other than the council staff, police and, if applicable, insurance representatives or legal counsel.

7. **Keep the evidence**
   In the event of a serious accident or fatality, always notify law enforcement. Do not leave the scene of the accident until law enforcement arrives. If you must leave, retain a responsible person at the scene. Ensure that the victim and the surroundings are not disturbed until law enforcement has assumed authority. Never destroy potential evidence in an attempt to prevent further accidents. Always keep people away from potentially hazardous equipment, but do not discard or destroy it.

8. **Get information**
   Fill out the incident/accident report form. Record the details of the accident while they are fresh in your mind. Time can change the way you view the situation and your memory of it, so write down all information immediately. Get contact information from others involved whenever possible, and get insurance information where necessary. If you have an insurance claim form with you, you can go ahead and fill out the back of the form at this time.

9. **Follow up**
   Complete the incident accident report form and send to your Membership Services Manager within 24 hours of occurrence. Kimberly Richards, GSCP2P Vice President of Human Resources, will notify you and the parents of the Girl Scout(s) involved if you need to fill out Girl Scout insurance forms. (appendix 1)

10. **Prevent further accidents**
    Following an emergency, the troop leader and first aider should quickly take action to assess the situation to see what could be learned so that the emergency does not happen again.

11. **Be sensitive**
    Those involved in a traumatic situation may need further support.
Paperwork with the First Aid/Emergency Kit

**Trip Folder**

It is recommended that you keep a troop trip folder with your first aid kit. **Getting started creating your troop trip folder** (a sturdy two pocket folder will do.)

You can tape the “Troop Trip Folder Contents” list (appendix 2) to the inside flap of your folder and use it as a checklist and to replenish the contents as needed. This folder should be with you ANYTIME you are with the girls. You will need one folder for each driver.

- Suggested Troop Trip Folder Contents: emergency contact phone list*, health history, and medical release forms# (separate envelope, one for each girl, labeled “Confidential”), signed permission forms for both the trip and to administer medicine, blank permission forms (just in case), copies of maps/directions to destination, copy of approved troop trip/camping and/or other authorization forms, copies of packing, equipment, and shopping lists, itinerary information, incident or accident report form, insurance claim forms, tickets, passes or money for toll or bridges

*List of emergency phone numbers:

- 911 will be good for most any emergency.
- Poison Control Center 1-800-222-1222
- Council crisis number 1-877-331-5904
- Emergency Contact Parent’s number
- Cell number of each driver

#Girl and Adult health permission forms

- These forms must be with the troop at all times. Since the troop first aider is not required at troop meetings, the troop leader must make sure she has them with her. It is a good practice to keep them with the first aid/emergency kit.
- When traveling, each driver has the health history/permission form for any girl or adult in her car along with a basic first aid kit.
- When dealing with health histories keep in mind that information on the form is confidential and may be shared only with people who must know this information. If a parent does not want anyone to have the information in the health history, they may submit the health form in a sealed envelope that is to only be opened by medical care personnel in an emergency. Just remind the parent that if you are not aware of any allergies you may not be able to provide the best first aid to their daughter.
- The troop first aider and or troop leader should look over the health history/permission form to make sure that it is completed correctly. You should check to see about allergies (especially food and medicine) because that may affect certain troop activities and the way first aid is administered.
- Due to a potential for extreme allergic reaction to latex, Girl Scouts of the USA recommends the use of vinyl or nitrile gloves for first aid, arts and crafts or whenever such barriers are used. Make sure to use non latex band-aids as well.
Example of what a troop trip folder might look like

Drivers or chaperones should carry a trip folder on any trip in case of any accident or other emergency, along with a first aid kit.

First Aid Log

It is recommended that you keep a first aid log (appendix 3) with the first aid kit and record all treatments and administration of medications. At the end of the year, turn the first aid log in to the troop leader to be kept with troop records.

1. The first aid log should be filled out in ink with no lines skipped.
2. All contact with the designated first aider shall be recorded in the first aid log. If no treatment was given during the visit, this shall also be recorded. Documentation must include:
   - Date and time of treatment
   - Name of patient
   - Complaint or type of injury
   - Treatment
   - Activity where injury occurred
   - Name of person administering treatment
3. The first aid log shall include a record of all medications taken by any girl or adult during any Girl Scout activity. Disbursement of medications shall be recorded in ink. If routine medication was not taken, an explanation of the reason shall be listed. If a girl self administers her medications she needs to inform you and it needs to be recorded in the log.

A Few Last Reminders:

**Universal Precautions**

Troop first aiders should try to follow universal precautions as much as possible. To adequately follow universal precautions, a rescuer must have not only have appropriate personal protective equipment available, but also know how to use it. Make sure your first aid kits contain - at a minimum – gloves (non-latex) and a CPR barrier, and if possible eye protection. Remember to always practice the universal precautions:

1. Approach ALL patients as if they are HIV or HBV infectious.
2. Wash hands **before and after** each medical procedure (may use a waterless hand cleaner when soap and water are not available).
3. Remove all jewelry and watches before starting first aid.
4. Cover any cuts and abrasions that you may have that may come in contact with potentially infectious materials (body fluids and tissues).
5. Wear gloves whenever there is a possibility of coming in contact with blood or other potentially infectious materials (body fluids and tissues). Double gloving provides another layer of protection.
6. Wear a face mask or eye protection whenever there is a possibility of blood splashing into the rescuer's face.
7. Use protective resuscitation masks for CPR.
8. Disinfect all contaminated surfaces. Clean any surfaces with a Clorox solution of 10 parts water to one part Clorox. Let sit for 10 minutes before wiping up.
9. Dispose of all contaminated sharp objects in an appropriate puncture-proof container.
10. Dispose of all contaminated personal protective equipment in an appropriate container marked for bio-hazardous waste.
**Good Samaritan Law**

The best way to protect yourself from possible liability when helping others is to always act on behalf of the victim.

- Take a CPR and first aid class, and keep your training fresh by reviewing the course materials from time to time.
- Follow your training.
- Use common sense.
- Don't do anything you're not trained to do.
- Get professional help for the victim.
- Do not accept gifts or rewards.

Good Samaritan laws do not protect you from everything. It is human nature to make mistakes. Good Samaritan laws take this into account and protect helpful citizens if the mistakes made are reasonable.
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GIRL SCOUT INSURANCE—QUESTIONS AND ANSWERS

All registered members of Girl Scouts are covered by activity accident insurance for approved Girl Scout activities that last less than 3 days/2 nights.

When do I need "extra" insurance?
Whenever a Girl Scout activity meets any one of the following conditions, you need to purchase one of the extra activity plans:

- The event/activity will last more than two consecutive nights (three nights when one of the nights is a federal holiday, such as Memorial Day or Labor Day).
- Non-members will be participating in the activity, no matter how long the event lasts.
- Not every participant has personal or family insurance. If you are unsure, is this a group whose size would make it likely that a participant may not have personal or family insurance?
- You will be traveling outside the United States.

Which plan should I take out? What is the difference between Plans 2, 3E and 3P?

<table>
<thead>
<tr>
<th>PLAN 1 Accident Insurance</th>
<th>Automatic coverage for registered members for a Girl Scout event which does not exceed a total of 3 days/2 nights. You do not need to order this insurance, since it is automatically applied to all Girl Scout members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN 2 Accident Insurance</td>
<td>To cover participants who are NOT registered Girl Scouts and/or Girl Scouts participating in an event lasting MORE than 3 days, 2 nights (three nights when one of the nights is a federal holiday, such as Memorial Day or Labor Day). Example: If your troop is planning a trip to Savannah, Georgia for 5 days and 4 nights, you will need to purchase insurance for all of the registered members for the full 5 days because the trip is longer than 3 days, 2 nights.</td>
</tr>
<tr>
<td>PLAN 3E Accident and Sickness Insurance</td>
<td>This plan is recommended for trips out of state or for any other trip where sickness could occur, such as extended trips out of town.</td>
</tr>
<tr>
<td>PLAN 3P Accident and Sickness Insurance</td>
<td>For groups with one or more participants who do not have personal family insurance (or where personal insurance may not be honored). Plan 3P acts as primary insurance for participants covered by the plan.</td>
</tr>
<tr>
<td>PLAN 3PI Accident and Sickness Insurance for International Trips</td>
<td>For any Girl Scout group planning a trip out of the country. Due to certain pre-trip benefits, this insurance should be purchased in the planning stages of the trip, but after the trip has been approved by the council. Call the council office to obtain detailed information on how to purchase this plan.</td>
</tr>
<tr>
<td>INTERNATIONAL INBOUND Accident and Sickness Insurance for Girl Guides/Girl Scouts Visiting the USA</td>
<td>Can be purchased by groups who are hosting Girl Guides/Girl Scouts visiting the USA. This insurance covers the visiting Girl Guides/Girl Scouts.</td>
</tr>
</tbody>
</table>
You can get more details about the plans for extra insurance at:

http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html (If you still need help deciding what plan you need, talk to your Membership Services Manager.)

**How do I enroll?**

1. **Download the most current Enrollment Form.** Go to the Mutual of Omaha website: www.mutualofomaha.com/gsusa
   
   A. Click on "Plan Descriptions and Enrollment Forms"
   
   B. Select the desired enrollment plan (Plan 2, Plan 3E, etc.) DO NOT click “online enrollment forms.” Requests for insurance **MAY NOT be transmitted directly to Mutual of Omaha.** The appropriate form must be downloaded from their website, completed, and forwarded (with payment by check or money order) to your Membership Services Manager.
   
   C. Print the form. (If you are unable to print out a form, you may get a supply of printed forms from any GSCP2P Service Center or your Membership Services Manager.)

2. **Complete the Enrollment Form** (type or print legibly).
   
   A. Enter the mailing address at top of form, which is
      
      Girl Scouts Carolinas Peaks to Piedmont
      8818 Market Street
      Colfax, NC 27235
   
   B. Enter our Council Number, which is 368.
   
   C. Enter YOUR name and telephone number as person preparing form. Only the troop leader or other registered adult in charge may order insurance.
   
   D. Include the name of the event and the city in the “Name/Location of Event” column.
   
   E. Total ALL columns. (use dollar signs on all money amounts)
   
   F. Do NOT date enrollment forms. (council will sign and date after verification)

   - Attach your check for total payment to the form. Make checks payable to United of Omaha Life Insurance Company. **Please Note:** The minimum purchase for insurance is $5.00. Therefore, if the total cost of your insurance is under $5.00, a check for no less than $5.00 must be included. You can combine events that need to be covered. For example, your troop will have two events that will involve non-members and both will last only one day. To obtain coverage for 25 participants for each event would cost $3. If you submitted those events for coverage separately, the cost would be $5 per event, for a total of $10. You could submit both events on the same enrollment form for only $6.

3. **Forward completed Enrollment Form WITH your check and your Trip Approval Application (if applicable) to your Membership Services Manager.**

   - Optional insurance plans **Must Be purchased 3 weeks in advance** of the activity (or earlier for some trips). Send the form as soon as possible before the first day of the event to allow time for verification, signature and mailing. **Please Note:** If a form is incomplete or inaccurate, or if a check is in the wrong amount or under $5.00, they will be returned to you and not processed.
How do I file a claim?

All claim forms can now be completed (filled in) online. You can move from line to line; section to section by using your Tab key located on your keyboard. Handwritten claim forms are still acceptable. The same instructions should be followed regardless of how you complete the form.

Once an accident/illness has taken place, the persons in charge of the event should immediately respond to any emergency medical needs. The adult in charge should then prepare the forms necessary to file a Mutual of Omaha Insurance claim.

ADULT IN CHARGE RESPONSIBILITY

At the scene of the accident/illness, the adult in charge should:

1. Complete the incident and accident report form and forward it to your Membership Service Manager within 24 hours after the incident/illness.

2. Fill out the troop/activity section on the back side of the Mutual of Omaha Insurance Claim Form, sign the form as the authorized activity representative and provide the claim form to the injured/ill person or a parent/guardian.

PARENT'S RESPONSIBILITY

1. Fill out the claimant section on the front side of the Mutual of Omaha insurance Claim Form.

2. Submit any itemized bills complete with diagnosis, date(s) and procedure code(s).

3. Retain one copy of the completed claim form for your records.

4. Forward the original to Girl Scouts Carolinas Peaks to Piedmont, 8818 W. Market Street, Colfax, NC 27235, Attn: Human Resources, for validation along with any available bills for covered expenses which have been incurred. Claims will not be processed without Council signature.

5. After the initial claim has been filed, parents may send additional bills (properly identified by injured person and Council name) to: Special Risk Services, United of Omaha life Insurance Company, P.O. Box 31156, Omaha, Nebraska 68131.

COUNCIL’S RESPONSIBILITY

1. GSCP2P Human Resources receives the completed Claim and reviews for:
   - membership status
   - purchase of Optional Insurance
   - eligibility
   - and that the activity information provided is sufficient to confirm the claim is for a Girl Scout related accident or illness.

2. Council Official must sign the form.

3. Councils will not sign blank forms and release them to Troop Leaders. Remember, United of Omaha relies on the Council to verify that the claim is for a Girl Scout related accident or illness.
Frequently Asked Questions about Additional Event Trip Insurance

Are non-registered mothers, program consultants or other persons assisting the leader covered under the Basic Plan?

- No. Only registered girl and adult members are covered under the Basic Plan. It is expected that non-member parents and others will be involved from time to time in Girl Scout activities in chaperoning, decorating, visiting or just lending a hand. These activities are done without expectation of reimbursement for medical expenses in case of accidental injury. **Anyone who is more than sporadically involved should be strongly encouraged to become a member.**

Are “Tagalongs” (brother, sisters, friends, Girl Scout of a different level attending an event not her level) covered under the Basic Plan?

- No. The Basic Plan only provides coverage for registered members. If an event is planned to include non-members, for example a family event for your troop or a bring-a-friend event, you should purchase one of the extra plans to provide coverage for the event.

If an event lasts four or five nights, will the first two overnights be covered under the Basic Plan?

- No. The entire event is excluded from the Basic Plan, including travel to and from the event. An Optional Plan of activity insurance would need to be arranged through the council to cover the entire period of the event.

Will the Basic or Additional Event/Trip Insurance be the primary or secondary insurance?

- Secondary. The insured party’s family insurance plan is primary. Mutual of Omaha pays the first $130 of an approved claim and will continue (after the family insurance plan has reached its coverage limit) up to a total of $15,000 for each claim. (The exception to that is if Additional Plan 3P was purchased and a family does not have primary insurance, then the Additional Insurance would be primary but is still subject to the same coverage limit amounts)

When counting the number of days of an activity/event on the Enrollment Application, do you include the beginning day and ending day of the event?

- Yes. Since coverage for travel directly to and from an activity/event is covered, all days, including days traveled, should be included. For an event that starts Tuesday night and lasts until Sunday afternoon, coverage must be arranged for six calendar days.
Troop Trip Folder Contents
(one folder for each driver)

_______ Troop roster
_______ Troop trip emergency contact person’s information
_______ Emergency contact phone list
      (number where parents can be reached during activity)
_______ Cell phone number of each driver on the trip
_______ List of emergency phone numbers
      (EMS, Fire, Police, Poison Control)
_______ Health and medical release forms
      (separate envelope, one for each girl, labeled “Confidential”)
_______ Signed permission form for the trip
_______ Signed permission form to administer medicine
_______ Blank permission forms
      (activity and medication-just in case)
_______ Copies of maps/directions to destination
_______ Copy of approved troop travel form
_______ Copies of packing, equipment, and shopping lists
_______ Itinerary information
_______ Incident or accident report form
_______ Insurance Claim Form
_______ Council Crisis Card
_______ Tickets, passes or money for toll or bridges
First Aid Log

For use by troop first aider/leader to record first aid treatment and medication distribution

Troop number:_________ Service unit:________________________ Council: GSCP2P________

Duration:_____________ _____________ To ______________ _____________

Date Year Date Year

Troop first aider/troop leader: (troop first aider and or troop leader are the only persons authorized to administer medication as per parent’s written permission)

Name:________________________________ Position held:________________________________

Address:__________________________________________________________

City:____________________________ State:____________ Zip:____________

Telephone:_____________________ E-mail:____________________________

Name:_________________________ Position held:_______________________

Address:__________________________________________________________

City:___________________________ State:____________ Zip:____________

Telephone:_____________________ E-mail:____________________________

Name:_________________________ Position held:_______________________

Address:__________________________________________________________

City:___________________________ State:____________ Zip:____________

Telephone:_____________________ E-mail:____________________________
# FIRST AID LOG

All entries should be made in ink. All items should be filled out completely.

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Print girl’s name</th>
<th>Complaint/type of injury</th>
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EMERGENCY PHONE CONTACT NUMBERS

For fire, police or medical emergencies dial 911 from any phone (other emergency numbers specific to the area you are traveling to should be in the troop trip folder)

Poison Control Center: 1-800-222-1222

Council emergency number: 1-877-331-5904

Statement you can make: “When the emergency has been resolved and facts are known, a statement will be made by the Girl Scout spokesperson.”

HOW TO USE THE FIRST AID LOG

- Print date and time of day, name of each person seen, a brief summary of injury or complaint of illness. Comments should include the activity the girl was involved in when the accident or illness occurred. Use as many lines as needed for each entry. List any treatment, and if none, note that as well.

- The Health Log shall include a record of all medications taken by any girl or adult during Girl Scout activities. Disbursement of medications shall be recorded in ink. If routine medication was not taken, an explanation of the reason shall be listed. If a girl self-administers her medications, she needs to inform you and it needs to be recorded in the log.

- It is recommended that you keep this first aid log with the first aid kit. At the end of the year, turn the first aid log in to the troop leader to be kept with troop records.

- Print as many middle sheets of this log that you think you may need for the year. Bind the pages together and number the pages. Keep with your first aid kit at all times.

REMINDEERS:

- Keep your training fresh by reviewing the course materials from time to time. If the only time you review is every two years during certification, you may not be ready for an emergency.

- Follow your training.

- Use common sense.

- Don’t do anything you’re not trained to do.

- Get professional help for the victim. When in doubt, call 9-1-1.

- Do not accept gifts or rewards for helping someone. (You will no longer be under the protection of the Good Samaritan Law)

- Follow first aid universal precautions to protect yourself and your girls from disease transmission.
### Links to forms and information contained in the course

<table>
<thead>
<tr>
<th>Category</th>
<th>Link</th>
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<tr>
<td>Troop travel application</td>
<td><a href="http://www.girlscoutsp2p.org/img/Troop_Intent_Travel_Application2.pdf">http://www.girlscoutsp2p.org/img/Troop_Intent_Travel_Application2.pdf</a></td>
</tr>
</tbody>
</table>
[http://www.girlscoutsp2p.org/img/Parent_Permission_Form_side2.pdf](http://www.girlscoutsp2p.org/img/Parent_Permission_Form_side2.pdf) |
| Additional insurance enrollment forms       | [http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html](http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html) |
To Receive Credit for Completing “In An Emergency,”
Girl Scout Carolinas Peaks to Piedmont’s course for Troop First Aiders:

Send the information below to the Adult Learning Department by one of these methods:

- Scan and e-mail to training@girlscoutsp2p.org,
- Copy info into an e-mail to training@girlscoutsp2p.org
- Fax to 828-328-6870, attn. Adult Learning
- Mail to Adult Learning, 530 4th Street SW, Hickory, NC 28602

My Name _______________________________________ Phone _______________________
My Address _____________________________________ E-Mail _______________________
                      __________________________________________ Troop # _________________
                      __________________________________________ Service Unit ________________

The three most valuable things I learned from this course are:

1

2

3

Thank you for participating in this enrichment opportunity!