



# Safety Assessment and Management Procedures

## *Purpose of this Document*

This document outlines the procedures to ensure 4-H NL adheres to national standards in the **Safety Assessment and Management Policy**.

## Registration Forms

**Trained leaders of each club have access to member and volunteer contact information via the paper registration forms collected at the start of each 4-H club year. Club Coordinators are responsible for uploading a scanned copy of Trained Leaders, Screened Volunteers and Member registration to the Microsoft One Drive account provided by 4-H NL Provincial for secure storage.**

Club Coordinators are responsible for:

- Ensuring that emergency contact information, and any relevant health information, is on hand during club activities.
- Ensuring that forms are kept secured so that they are only available to Trained Leaders and Screened Volunteers in order to check information relevant to the care of the Members. Information should be stored securely in a home and not left in vehicles.
- Identifying and reviewing any medical issues (i.e., severe allergies, diabetes, epilepsy, etc.) with the member and parent/guardian and making reasonable efforts to develop a plan to manage care needed, including administration of any medications.
- Respecting confidentiality of personal information.
- Ensuring that copies of the registration information are destroyed at the conclusion of the 4-H club year.

**Camp registration forms are collected in person or by email by the Camp Committee.** Program registration includes the following:

- applicant details of the youth or leader,
- parent or guardian contact information,
- any other project or session information necessary for successful delivery of the program

Registrants are also required to complete, and electronically sign, the:

- 4-H NL Camp Agreement, which outlines conditions of participation and consent to release likeness
- 4-H NL Health Record Form

- 4-H NL Medication Permission Form
- Code of Conduct

This information is only accessible by authorized 4-H NL leaders.

### Health Information Forms

**Health Information Forms are collected at the time of program registration as indicated above.**

Prior to a program, the lead 4-H NL program leaders:

- reviews the health and medication permission forms, discusses any health issues (such as diabetes or severe allergies) with the youth and their parent or guardian, and makes a reasonable effort to develop a plan to manage care as required.
- Develops a plan for ensuring that health information is on hand and stored securely throughout the program (i.e., locked program office or securely carried to activities)

During the program, additional 4-H NL program leaders:

- are made aware of participants with severe allergies or health issues. Parents or guardians must provide information about typical signs of a reaction and the treatment required.
- must respect the confidentiality of personal information received in discussions with youth, their parent or guardian, or on their health information form. This information should only be discussed with those involved in their care.

Following the program, the lead 4-H NL program leader:

- destroy all printed copies of health and registration information
- delete health and sensitive personal information from programming spreadsheets and documents before they are archived on the shared drive

### Activity Planning Form

**All multi-club events, activities that include 4-H organized transportation or overnight accommodation, activities that are considered high risk, and/or activities that involve a third-party waiver must have an approved Activity Plan. The Activity Plan must be submitted and approved prior to promotion of the event. Plans will be reviewed and approved within two weeks of receipt.**

- the form is completed online by the trained leader, at <https://4h-canada.i-sight.com/portal>. The completed form will be reviewed by the Risk Management/Misconduct and Reporting Committee
- the form must be completed in full. It must outline emergency, unexpected and/or unusual circumstances (including travel alerts), and the corresponding course of actions. The form should include EMS contact information for the location of the activity. It should also include:
  - the names of chaperones, trained leaders, and screened volunteers,
  - emergency contact information for the trained leaders/chaperones during the outing,
  - transportation and travel plans,
  - accommodation plans,

- an overview of the activities, and
  - clear detail on when the 4-H program begins and ends, or when parents are responsible for supervision.
- include specific actions required to support participants with a disability who may need assistance during an emergency. These actions must be determined through discussion with the youth, parents or guardians, and/or the adult before the event or activity.
  - the Trained Leader responsible for the program should try to ensure that the chaperones, trained leaders, and screened volunteers have the required training and screening, and that policy requirements are being met before submitting the plan.
  - the Risk Management/Misconduct and Reporting Committee will review the Activity Plan to verify that the chaperones, trained leaders, and screened volunteers have the required training and screening, and that activity safety checklists, programming ratios, transportation, travel, and accommodation plans meet 4-H policy requirements.
  - following the review, the Risk Management/Misconduct and Reporting Committee can forward a copy of the form from the iSight system to the board.
  - the finalized Activity Planning Form or a participant handbook, is to be shared with all leaders and parents or guardians in advance.

When travelling, attending an activity in another community, or other adventures, identify a contact person that is not attending. They may be called on to assist with a situation or emergency and will have the contact information for all the families. Ensure they have the following:

- the Activity Planning Form that includes the Emergency Response Plan
- a final detailed trip itinerary, including probable stopping points, contact information for accommodations, and the physical description of the group, such as size, tent colours, and automobiles; and
- the names and addresses of participants, their parents or guardians, and emergency contacts.

### Safety Drills and Other Event Procedures

- the following documents are placed in the program binder: Medical concerns and allergies, Activity Plan - Emergency Response Plan, incident report forms, floor or facility plan with emergency exits and muster points, and emergency contact list.
- chaperones are also given a copy of any risk management procedures, a floor or facility plan with emergency exits and muster points, and emergency contact list.

At the start of the program, safety and emergency procedures are reviewed with all participants. This includes:

- indicating who and where to go for first aid assistance.
- indicating where or who has a phone for reporting an emergency.
- indicating emergency exits and/or muster points in case of emergency; and

- highlighting other site or facility safety precautions such as fire procedures and pool or waterfront rules.

## First Aid

First Aid requirements:

Club and Provincial events:

- at least one screened and/or trained volunteer within each club has a current emergency first aid certificate. It is highly recommended for those clubs with large livestock, foods, woodworking, welding, archery, shooting sports, and outdoor projects.
- overnight Programs and Higher Risk activities, when EMS response is likely to be greater than 30 minutes must have at least one leader with a current emergency first aid certificate. It is recommended that livestock shows and regional shows consult with local officials regarding the benefits of having EMS on-site for the duration of the program.
- remote Location Events (i.e. wilderness trips), where EMS response time is likely to be greater than 4 hours are suggested to have at least one leader with a current Wilderness First Aid certificate.

Provincial events:

- 4-H NL provincial programs will have, at minimum, one leader with standard first aid certification. The ratio of first aiders: participants is 1:50 for conference style events.
- EMS will be on-site at a provincial livestock show if response time is likely to be greater than 15 minutes, otherwise the ratio of first aiders: participants is 1:15.

A standard first aid kit (see appendix) should be available at all meetings and events. Some events may require additional supplies and/or an additional livestock first aid kit. Kits should be checked before each program and should also contain copies of the incident report form and a pen/pencil so that it is easy to take notes in the moment before entering details in the on-line Incident Report form.

4-H NL recognizes that some professions, by nature, have a first aid element (ie. Nurse, Police Officer, member of the Armed Forces, etc.) and they may be exempt from undergoing more first aid training. It is recommended that these professionals consult with employers regarding professional insurance before taking on the role of first aider.

## Administering First Aid

- other than basic conditions such as skin irritations, cuts, scrapes, and blisters, keep a record of all first aid treatments. The record should include date and time of treatment, who was treated, who did the treatment, what was done, and any other relevant information.
- follow the Incident Reporting guidelines for all minor and serious incidents.
- chaperones/trained leaders must inform the parent(s)/guardian(s) of any first aid treatment given to their child.
- if the illness or injury requires medical care, the trained leader must consult with the youth's parent/guardian and determine an appropriate course of action which may include determining

the youth will be sent home. The trained leader must inform the parent/guardian of the care that will be provided if the youth remain at the activity.

## Incident Reporting and Management Procedures

### *Reporting Accidents at 4-H NL Programs*

In the case of an accident:

- ensure the immediate safety of all participants and contact emergency services if required. Notify the 4-H NL program staff, or trained leader responsible for the program. An incident report should be filed within 24 hours. <https://4h-canada.i-sight.com/portal>
- in the case of a serious incident\*, please contact 4-H NL immediately:
  - Nancy Murphy – Chair – 709-743-8149
  - Clifford Bursey – Vice Chair – 709-216-2337 or 709-216-0049
- if the incident is related to a disclosure or concern of abuse, the leader that received the disclosure must report directly to child protection authorities.

\*Incidents that must be reported:

**Minor Incidents** are ordinary occurrences or near miss events documented in an incident report. Keep a record of first aid treatments including date and time of treatments, who was treated, who provided treatment, what was done, location, and 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 that preventative measures can be put in place for the future if appropriate.

A **Serious Incident** involves any of the following and requires detailed documentation in an Incident Report.

- Assistance from authorities (fire, police, ambulance, etc)
- Life-threatening or widespread illness of participants
- Potential for future health concerns
- Emotional or psychological distress of participants
- Future insurance implications
- Interest from the media (print, TV, radio, social media, etc.)
- Poses a serious or negative impact on the 4-H organization and/or the 4-H brand
- Future criminal and/or negligence repercussions
- Hospital visit or stay

### *Follow-Up to Incident Reports*

The Youth Safety Reporting System is monitored by the Chief Program Delivery Officer. After initially reviewing the report, determination of the level of the incident will be made within 24 hours. All serious or critical incidents will activate the **Crisis Communication Procedures**.

Additional steps, as determined by the level of the incident may include:

- Further investigation and documentation

- Contacting the 4-H insurance provider
- Implementing of new or revised preventative measures
- Mediation, conflict resolution, coaching, training, and support of the parties involved
- Communication with 4-H Canada, the 4-H NL Board of Directors, and/or media

More detail on when to report incidents, and the steps for reporting, can be found in the **Youth Safety at 4-H in Canada - Appendix A: When to Report Incidents for 4-H in Canada** and **Youth Safety at 4-H in Canada - Appendix B: Steps for Incident Reporting for 4-H in Canada**. [Incident Reporting Quick Reference Guide](#)

### Project Safety

4-H NL offers a variety of projects for their members. As project resources are developed or updated, safety recommendations will be included. Review of an incident report may prompt safety updates at any time, regardless of update scheduling.

## APPENDIX

### Standard First Aid Kit

- Sterile gauze pads (small and large)
- Adhesive tape
- Roll or triangle bandages to hold dressings or make a sling
- Adhesive bandages in assorted sizes
- Scissors
- Tweezers
- Safety pins
- Disposable non-latex gloves
- Antiseptic wipes or liquid soap
- Pencil and pad
- Pocket mask or face shield
- 1<sup>st</sup> aid manual

Additional:

- Emergency telephone numbers for EMS and poison control
- Copies of the Incident Report Form

### Suggestions for Livestock First Aid Kit:

- Emergency number(s) for local veterinarian
- Antibacterial solution
- Antiseptic wipes
- Disposable non-latex gloves
- Saline solution
- Clean syringe for flushing wounds
- Sterile gauze pads
- Sterile gauze roll
- Non-adherent dressings
- Adhesive tape
- Vet wrap and/or Elastoplast
- Tweezers
- Scissors
- Clean towels
- Bloat treatment
- Pencil and pad