

First Aid Treatment Log

The First Aid Treatment Log is to be kept with the Troop/Group first aid kit and used to record all treatments and administration of medications by both girls and adults during Girl Scout activities. All entries should be made in **ink**. All items should be filled out completely.


How to Use the First Aid Treatment 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 location and activity the girl or adult 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 as well.
- The First Aid Treatment Log should include a record of all medications taken by any girl or adult during Girl Scout activities. When routine medication was not taken, an explanation of the reason shall be listed. When a girl self-administers her medications, she needs to inform you and it needs to be recorded in the log.
 - GSOFCT adult members are **not permitted** to administer medication. This **includes** the administration of an Epi-Pen (epinephrine). Volunteers and staff that have been certified to dispense medications and are comfortable doing so, can administer medication upon proof of certification (Medic First, American Red Cross, CT State Departmental Services, etc.)
 - GSOFCT requires that any over-the-counter or prescribed medications should be in the original container and **administered by the girl** in the prescribed dosage in the **presence** of the responsible adult as per written instruction by custodial parent, guardian, or physician.
- Print as many sheets of this log you think you may need for the upcoming year. Staple the pages together and number each page. Keep with your first aid kit at all times
 - Should an emergency or incident arise where reporting to GSOFCT is required, forward the **original** treatment log page along with the paperwork. Retain a copy of the log for your records. Note date and time you forwarded to GSOFCT– Date, sign and file **copy** with activity paperwork.

Reminders:

- Keep your safety training fresh by reviewing the course materials from time to time. If the only time for you to review is every two years during certification, you may not be ready for an emergency.
- Use common sense.
- Don't do anything you are not trained to do. Only perform skills that you have been taught in your training class.
- Get professional help for the victim if necessary. 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: (<http://www.cga.ct.gov/2003/olrdata/jud/rpt/2003-R-0285.htm>)
- Follow first aid universal precautions to protect yourself, your girls and other adults from disease transmission.

Crisis Card: GSOFCT Crisis cards can be found on our website gsfct.org under the Resource and Form Library.



Steps to be followed by person(s) in charge at the scene of an accident, emergency or crisis situation:

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and police, as appropriate.
3. Contact one of the numbers on the reverse side of this card to report emergency and secure additional assistance.
4. In the event of a serious accident, ALWAYS notify the police. Retain a responsible person at the scene. See that there is no disturbance to the victim or surrounding area until the police have assumed authority.
5. Refer all media (press, radio, television) inquiries to one of the emergency numbers listed on the reverse side of this card by saying - "Girl Scouts always puts its members' safety first. For more information, call the Communication Department."
- Do not discuss the incident, place blame, or accept liability.
6. Within 24 hours, if possible, submit report to Girl Scouts of Connecticut.

**GIRL SCOUTS OF CONNECTICUT
EMERGENCY CONTACT NUMBERS**

1. Monday – Friday, 8:30 AM – 4:30 PM: call 1-800-922-2770, (860)522-0163, or (203)239-2922
2. Evenings, weekends, and holidays: call 1-800-459-6311.

**QUICK REFERENCE NUMBERS –
Please fill in the appropriate information.**

Local Police/Sheriff phone # _____
Local Fire Department phone # _____
Local Ambulance phone # _____
Poison Control Central phone # _____
Other _____

Council Name: Girl Scouts of Connecticut
340 Washington St
Hartford, CT 06106