

Protocols for Medical Care of Students and Cabin Leaders

Marin County Outdoor School



Walker Creek Ranch

Teachers Administer Daily Medications

Classroom teachers attending the Outdoor School program are responsible for administering daily medications for their own students and cabin leaders. This responsibility includes collecting all student medications, and checking that all medications are properly labeled with student's name and required dosages, and clear instructions for administering. (Important Note: Students who using inhalers, who have serious allergies and have EpiPens, and/or diabetic students should always carry their inhalers and/or EpiPens and/or GO Kits with them. In addition they should bring a back up that is kept in the infirmary for the duration of the program). A medication cabinet with lock and key are provided in the Outdoor School Infirmary for all other medications. Student Medications Record Forms for record keeping are also provided in the infirmary.

Teachers Provide Basic First Aid

Classroom teachers are also responsible for providing basic First Aid (administer medications, band aids, ice, and cleaning and bandaging minor scrapes and bumps, etc.) to their own students and Cabin Leaders. The Outdoor School Infirmary is well-stocked with basic first aid supplies, and an orientation to the infirmary is included during the Teacher Orientation on arrival day.

Teachers Provide Infirmary Coverage

At least one Teacher must always be present in the Teacher's Lodge if there is a student in the infirmary. This is in addition to the daily Teacher's Lodge and Infirmary coverage that Teacher's sign up for on the Teacher Responsibility Chart. Teachers should coordinate with one another to provide this coverage, particularly during meal times and Teachers meetings. Teachers are welcome to bring a plate(s) of food back from the Dining Hall for Teacher's who are providing coverage during meals, as well as for students and/or Cabin Leaders in the infirmary.

To ensure adequate coverage during Teacher meetings, if an Aide, Medical Volunteer or other teacher is not available, teachers may decide to combine classes to free up one teacher. If there are no other options, please request support from the Outdoor School Office to assist with coverage during Teacher Meetings. The Cabin Leader Coordinator or other staff member can be assigned to assist during teacher meetings.

Student Check-in and Check-out Procedure

Any student arriving late or departing early from the Outdoor School must be signed out by a Teacher from the student's school and by the parent or guardian who is dropping off or picking up the student. Teachers are responsible for completing Early Departure / Late Arrival Forms, which are kept on top of the blue cabinet in the Teacher's Lodge Lounge, and ensuring required signatures. If, for any reason a teacher from the home school of the student is not available, an Outdoor School Staff member may sign on their behalf. In some cases, parents may give authorization over the phone to visiting school staff (teachers or administrators) to transport their students back home. In these

instances, the school staff member(s) driving the student home will sign in place of the parent or guardian. Completed forms will be collected from the Teacher's Lodge on departure day, used for billing, and kept on file with the Outdoor School.

Naturalists provide "on-trail" First Aid

All outdoor school staff members are trained and certified in First Aid and CPR, and carry first aid kits on trail. Any significant illness or injury treated on-trail will be reported by the Naturalist to the classroom teacher upon return from the activity.

On-site Emergency Medical Technician available for consultation or treatment

A resident EMT is typically available for consultation or treatment of any injury or illness. Teachers should contact Outdoor School staff, or on-call Manager to request the on-site EMT. Phones are available in the Teacher's Lodge and Outdoor School Office.

Teachers notify parents when injury or illness prohibits further participation and/or when any unusual circumstances arise

Any time a student or cabin leader has an injury or illness that prohibits them from further participation in the program, the individual should be sent home. A list is posted in the infirmary of common situations or conditions in which a call home should be placed. Teachers should contact parents, to arrange for pick-up, and can use the Outdoor School Office phone for doing so. The Outdoor School Manager and Naturalist Supervisor are available for consultation and assistance in making the determination. In the case of a serious but non-life-threatening illness or injury, when an ambulance is not needed for transportation, a teacher may be asked to assist in transportation of the student or cabin leader to a local hospital or doctor, where the parents can meet them.

Please keep parents in the loop!

First teacher or staff member on the scene should call 911 and notify Outdoor School staff in the event of a serious or life-threatening injury or illness

In the event of a more serious or life-threatening illness or injury, 911 should be called immediately, and Outdoor School staff should be notified right away so that the resident EMT can respond with all due speed. Parents should also be notified as soon as possible. Response time for paramedics arriving at Walker Creek Ranch is typically about 15 minutes.

Special Medical Assistant assists students with special medical needs

For students with special or severe medical needs, such as a student who is an insulin dependent diabetic, schools may provide a one on one medical assistant or family member for that student at no additional cost.

Medical Volunteer Program

We invite and encourage schools to recruit parent Medical Volunteers (Doctors, Nurses, Paramedics, and EMTs) from their communities to assist in providing medical care to their students and cabin leaders. Medical Volunteers are our guests, and participate at no additional charge. The primary goals of the medical volunteer program are to provide the safest possible outdoor school experience for the students and cabin leaders, to

reduce some of the burden placed on the teachers with regard to medical care, and to provide an enjoyable experience for the medical volunteer.

Roles and Responsibilities of the Medical Volunteer

The primary role of the Medical Volunteer is to assist the teachers of the school they are attending with, with the medical care of their students and cabin leaders. The primary responsibilities are:

- To administer medication to the students and Cabin Leaders from the school they are attending with.
- To provide medical care and first aid for students and Cabin Leaders from the school they are attending with.
- To consult with teachers, outdoor school staff, and the resident EMT to determine when parents should be notified, and / or when students should be sent to the Emergency Room / Doctor.
- When it is determined that parents should be notified, the Medical Volunteer may be asked to speak with the parent about their son's or daughter's condition. The teacher should always make initial contact with the parent, and introduce the Medical Volunteer as such.

Note on Medical Volunteer's care of students from other schools: Again, the primary role of the Medical Volunteer is to assist the teachers of the school they are attending with, with the medical care of their students and cabin leaders. When the teachers from another attending school need more advanced medical assistance or advice with medical care or treatment of their students or cabin leaders, they should ask first for the resident EMT. Depending on the willingness and availability of the Medical Volunteer they can assist other visiting schools to the level of their comfort and training.