

**GUIDELINES**

**For leading a TLC Team  
(First Aid Team)  
For large camps.**

**Compiled  
by  
Rosie Roberts**



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**NOTES**

**OBJECTIVES**

The TLC Team will:-

- provide cover for Service Team and Central Staff.
- provide support, reassurance and guidance for all unit First Aiders (FA's)
- will have a *Major Accident Plan*. (MAJAX)

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## **BEFORE CAMP**

## **NOTES**

- Attend camp planning meetings—assess proposed activities.
- Meet TLC team, assess abilities, discuss transport.
- Propose use of Unit FA's for activities.
- Visit/View site plan, discuss TLC facilities
- TLC team leader will review health forms, identify problems for highlighting on wristbands and copy forms for file.

### ***FACILITIES:-***

- an enclosed, stable area with bed, chair, table, light, water, storage, toilet, refrigerator space. (insulin and some antibiotics are more stable if kept cool—campsites can get Very Hot!)
- First Aid Kits. Check before going. Decide who will take them. Discuss the need for small kits for activities.
- The Team WILL NOT carry spare stock for unit/subcamps.

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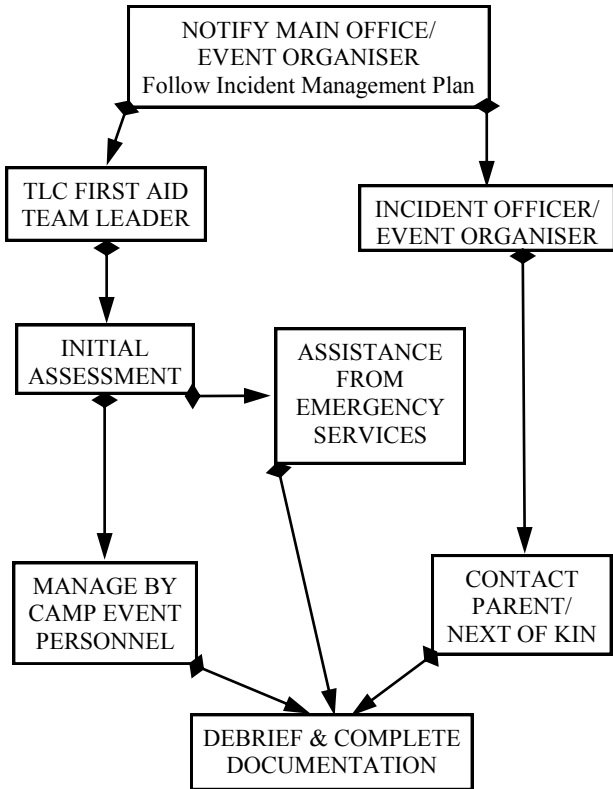
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**MAJOR ACCIDENT PLAN**  
**MAJAX**



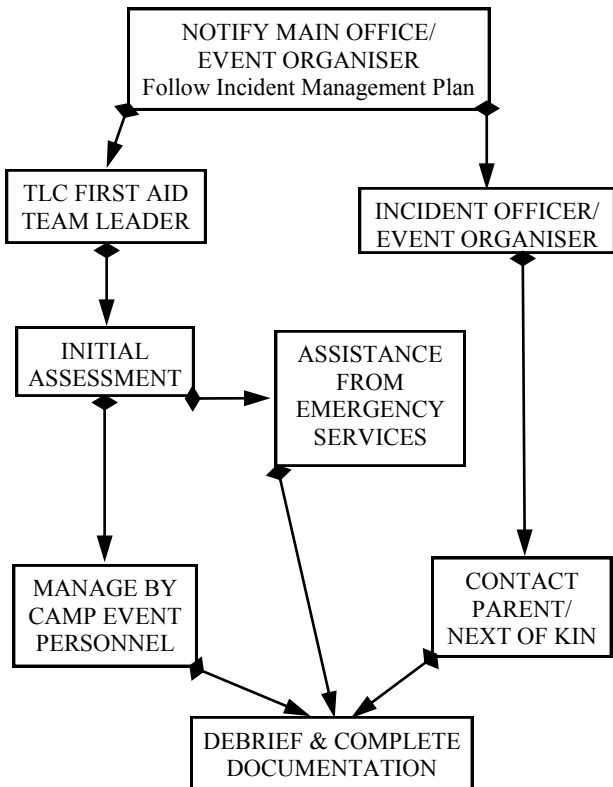
**PAPERWORK:-**

- Site plan.
- Timetable of daily activities etc.
- Copies of health forms identified to have significant problems i.e:- diabetes, epilepsy, severe allergies etc (can save vital time)
- An incident report form (Insurance/RIDDOR)
- Attendance record.
- Separate record of medication given.
- Details of Dr's surgery, local A&E dept.
- Clear map/Instructions.
- List of subcamps & units there in.
- Highlight those identified problems (discreetly)
- Copies of:- Central Incident Plan, risk assessments, MAJAX.
- Keep all receipts.

**AT CAMP**

- Set up TLC area with signage.
- Meet the Team, discuss the programme, negotiate "Time Out"
- Meet Unit/Subcamps FA's, introduce team, explain objectives, allow time for queries.
- Outline MAJAX policy and the need to adhere to it.

**MAJOR ACCIDENT PLAN**  
**MAJAX**



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- Outline MAJAX policy and the need to adhere to it.

- Arrange twice daily ‘surgery’ times for FA’s to bring any queries.
- Speak privately to those who have persons on the highlighted list to ensure they can cope.
- The team leader will be contacted by radio/mobile phone.
- To ensure patient confidentiality, requests for TLC attendance should be clear and brief. (Radio’s transmit to everyone who has one! Panic should be avoided!)
- Make clear, concise notes of all attendancies, name, unit, subcamp, date, time & signature.

### **AFTER CAMP**

- Check and restock equipment NOT date affected.
- Health forms—originals kept 3 years. All copies destroyed.
- Prepare accounts and submit promptly.
- Review camp, make notes for central review.

### **MAJOR ACCIDENT PLAN**

This outlines the procedure to be followed in the event of an accident involving one or more people where major haemorrhage/head injury/fractures burns or other has occurred.

5

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- All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre.
- This was established in 2001 as a single point of contact for receiving all incident in the UK.

Report by:- FAX 0845 300924  
Phone 0845 300923

Post to:- Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

Internet:- <http://www.riddor.gov.uk/infocent.html>

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## **RIDDOR**

(For general information only, the responsibility of Camp Leader)

**R**eporting of **I**njuries **D**iseases and **D**angerous **O**ccurrences **R**egulations 1995.

RIDDOR places a legal duty on employers and those in control of premises to report some work related accidents, diseases and dangerous occurrences to the relevant authority. This can be the Health and Safety Executive or one of the relevant local authorities.

The law requires the following incidents to be reported:-

- deaths
- over 3 day injuries where the employee is unable to work for 3 days
- injuries to members of the public where they are taken to hospital
- work related diseases
- dangerous occurrences: where something happens that does not result in reportable injury but which could have done

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## ***PROCEDURE***

The adult responsible for the activity shall:-

- Notify main office/event organiser immediately
- Request TLC Team leader attend immediately.
- Assist the casualties until help arrives. DO NOT move unless it is dangerous not to.
- Retain all witnesses until they can be interviewed/ or collect names and subcamp so they can be seen later.
- Retain all equipment for inspection.
- Disperse bystanders/non involved persons back to their subcamps, being aware of the need for counselling .
- Provide the Camp Leader with:
  - \* a description of the equipment/activity.
  - \* a copy of any instructions given to the participants
  - \* a copy of the risk assessment.
  - \* a list of the participants
  - \* a description of the accident/incident
  - \* names of witnesses
  - \* all dated, timed and signed.

ALL DATA should be recorded as soon as possible whilst still fresh and to avoid delay in filing RIDDOR and Insurance documentation.

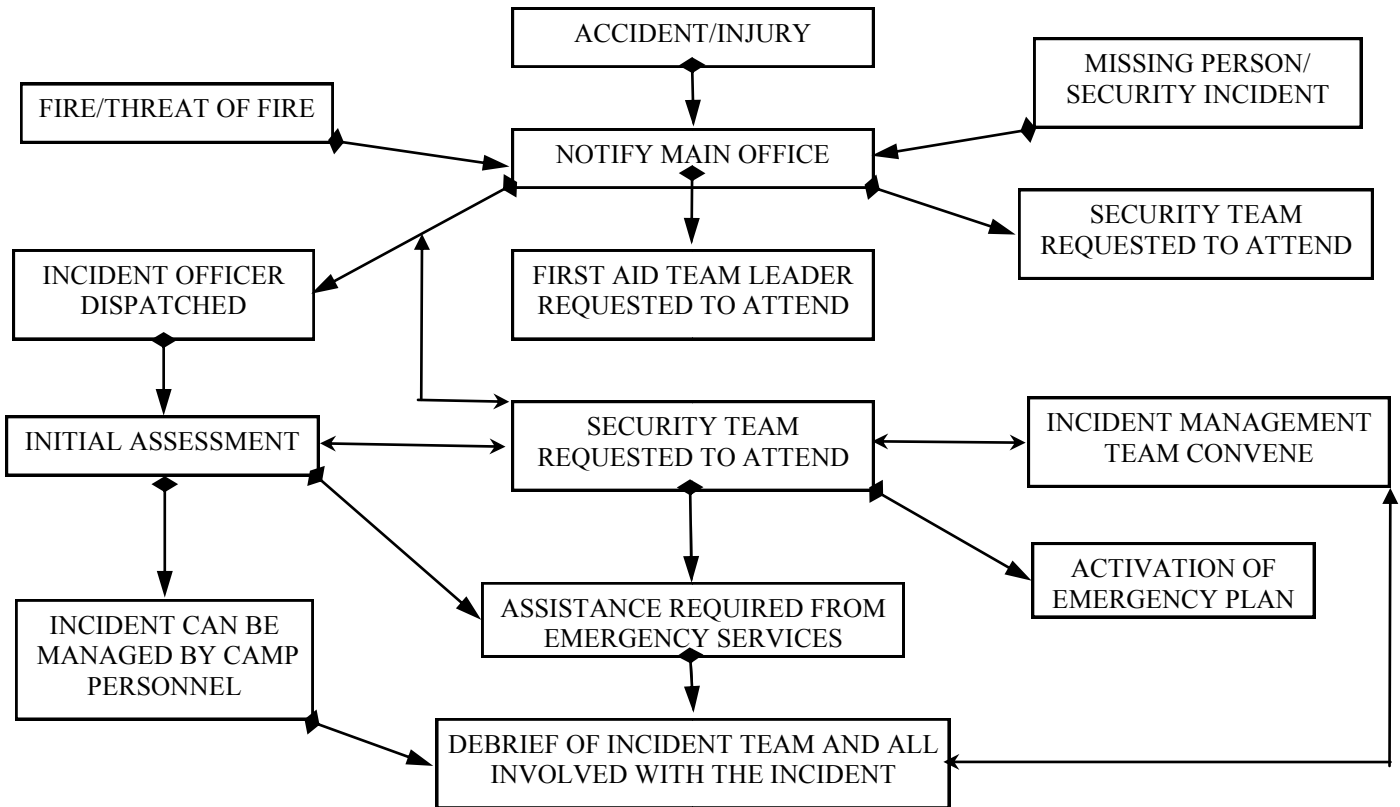
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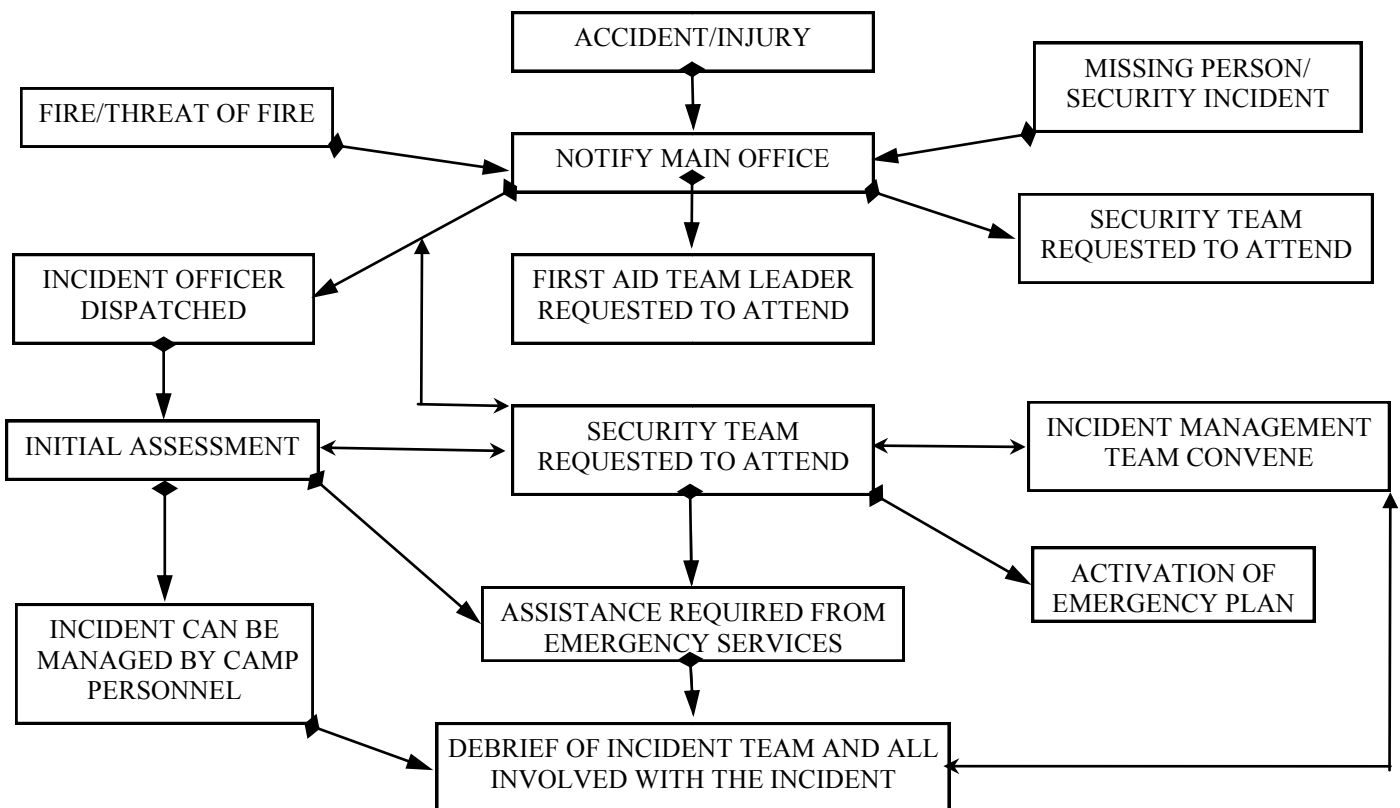
## INCIDENT MANAGEMENT PLAN



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