



**EMERGENCY RESPONSE IN CASE OF ILLNESS,
ACCIDENT OR FATALITY**

Policy number	GO 15
Subject	Emergency Response In Case Of Illness, Accident Or Fatality
Policy	The requirements of Leaders for action in the event of an illness, accident or fatality
Principles	Outdoor activities are a core part of the Guiding Program and GGV is committed to ensuring that all members are able to participate in these activities safely.
Definitions	
Procedures under this policy	<p>In the event of minor illness - child</p> <ul style="list-style-type: none"> • Call a carer to come for the child. • Make arrangements for the care of the child by an appropriate adult. • Do not leave the child unattended or leave the child with just one adult. <p>In the event of minor illness – adult</p> <ul style="list-style-type: none"> • Notify family if possible or the listed emergency contact • Ensure an appropriate adult remains with the patient. <p>In the event of a serious illness or accident</p> <ul style="list-style-type: none"> • Give emergency first aid, arrange transport to an emergency room if necessary, then telephone a carer as listed on the activity form. If a carer cannot be reached, then contact the listed emergency contact. • Ask the carer/emergency contact to come to the site or the emergency room, whichever is appropriate. Continue to try to contact the carer(s) so they can assume responsibility for medical decisions. • Contact GGV help line on 1800 943 648. <p>In the event of a major emergency or fatality Procedure to be followed by the person in charge at the scene:</p> <ul style="list-style-type: none"> • Attend to the injured. • Call 000 to obtain the necessary emergency services. • Always notify the Police.



**EMERGENCY RESPONSE IN CASE OF ILLNESS,
ACCIDENT OR FATALITY**

	<ul style="list-style-type: none"> • Retain a responsible adult at the scene of the accident. See that no disturbance of the victim(s) or surrounding is permitted until the Police have assumed authority. • Ensure the safety of any other children or persons at the scene. • Contact the GGV help line on 1800 943 648. • If asked, only release the following information to the media and general public. “The injured are being taken care of, further information will be provided by a spokesperson for Girl Guides Victoria”. • Notification of the next of kin is the responsibility of the State Commissioner, Chief Executive Officer or a person they designate. • Prepare a written report and submit with an Accident/Incident Form ADM 24 as soon as possible. <p>Record in writing</p> <ul style="list-style-type: none"> • Conditions existing at the time of the accident, names and addresses of any witnesses, order of events following the accident and any medical attention, opinion or instructions received from the carers/emergency contact. • Notify the Chief Executive Officer of Girl Guides Victoria as soon as possible Monday to Friday 8.30am – 5.00pm at Guide Centre (8606 3500). If there is any attention from the media use this statement. “The injured are being taken care of, further information will be provided by a spokesperson for Girl Guides Victoria”. • Submit an Accident/Incident Form ADM 24 and a copy of the records above.
Related policies	GO 10

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
----------------	-----------------	--------------------	--------------



GIRL GUIDES VICTORIA

GO 15

EMERGENCY RESPONSE IN CASE OF ILLNESS, ACCIDENT OR FATALITY

1.0	Original	P&P	February 2020
1.1	Contact information	GGV Head Office	October 2022