girl scouts
heart of central
california

Accessing Medical Services

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

1. Information about available medical services will simplify securing needed treatment in the event of an injury or illness requiring medical attention.

2. For any life threatening medical emergency always call 911. Talk with your event first aider to determine under what circumstances you will be calling 911.

3. If you will be using a cellular phone for 911 calls remember that there may be a delay in accessing needed services. All 911 cellular calls in California are routed through the California Highway Patrol (CHP) dispatch centers. This means that there is a large volume of calls coming into this dispatch center which often causes delays in the answering of the calls. Be sure you allow the phone to ring continually until you get an answer.

   When using a cellular phone for 911 calls you will need to tell the CHP operator exactly where you are located (see your site plan and map) so that the call can be re-routed to the nearest emergency services dispatch center. Never rely on a cell phone as your only means of communication.

4. In the case of an injury to illness requiring a call to 911 you will need to tell the parent/guardian or emergency contact to which medical facility the participant is being transported and which event staff person is accompanying the participant. If at all possible, the event staff person needs to be with participant during examinations and treatment.

5. In the case of an injury or illness that requires medical attention but is not life threatening, you will need to contact the parent/guardian of any minor to ask how they prefer the situation be handled.

6. If the parent/guardian cannot be located and you have determined that the child needs medical attention you will need to identify the event staff person responsible for transporting participants in the event of a non-life threatening injury/illness. Decide what vehicle will be used and where it will be parked for easy access.

7. You will need to complete the following information for each event:

   A) **TELEPHONE**

   Location of the nearest phone (that is **not** a cellular phone) to which you will have access during the event: _____ Phone # _____

   B) **CALLS TO 911 WILL BE MADE UNDER THE FOLLOWING CIRCUMSTANCES:**

   - _____
   - _____
   - _____
   - _____

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ACCESSING MEDICAL SERVICES (continued)

C) **HOSPITAL WITH 24 HOUR EMERGENCY ROOM SERVICES:**

Name of Hospital _____

Street Address _____
CITY ZIP

Emergency room phone # _____

General information phone # _____

Driving the speed limit, how long does it take to get to the hospital from the event site?

_____

Directions from the event site to the hospital:

- Attach a map to the hospital.
- Write the directions here: _____

_____

_____

D) **URGENT CARE FACILITIES FOR NON-LIFE THREATENING INJURIES OR ILLNESSES**

Name of facility _____

Street Address _____
CITY ZIP

Phone # _____ Days/Hours facility is open _____

- Attach a map to the urgent care center.
- Write the directions to the facility here: _____

E) **TRANSPORTING FOR MEDICAL TREATMENT**

- Which event staff person will accompany participants for medical treatment?

  _____

- Which event staff person will transport for the treatment of non-life threatening injuries/illnesses? _____
- What vehicle will be used to transport participants for medical treatment? _____

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ACCESSING MEDICAL SERVICES (continued)

- Where will the vehicle be parked during the event so that it is easily available?_____

- For any injury or illness requiring medical treatment **always** take the following with you:

  _____ participant registration form
  _____ participant health history — if the medical facility wishes to retain the health history ask that a copy be made and the original returned to the event staff
  _____ insurance forms — completed forms are to be returned to the Sacramento Regional Program Center
  _____ incident fact sheet

F) **CONTACTING FAMILIES** – It is our responsibility to keep families informed of the well-being of anyone who participates in a Girl Scout event. Event registration materials and health forms should **always** include:

– A home telephone number.
– A telephone number where an adult family member can be reached in case of an emergency.
– A telephone number where a family friend or relative can be reached in the case of an emergency.

When you cannot reach any of the contacts listed for a participant, and it is a **serious** emergency, contact the local law enforcement authorities for assistance.

- In the case of a serious accident or death, who notifies the emergency contact?

Back up person _____

- In an emergency that **does not** involve serious accident or death, who notifies the emergency contact? _____

When should notification take place? _____

- What is the plan if families cannot be reached **or** do not have a phone?

In the event of a participant(s) exposure to a communicable disease, what is the plan to notify the participant(s) and/or their families?_____