

# Mountains to Sea Conservation Trust

## Annual safety review –September 2022

Much of the Trust's credibility is based on outstanding safety standards. Its aim is to maintain this exceptionally high safety record and to continually improve safety management and procedures.

The culture of our organisation remains strong and committed to the health and safety of our participants. Over the last year, navigating the dynamic requirements of COVID 19 tested us all. Samara asked members of the H & S representatives about how they thought our response and culture was.

*Proactive - lots of versions of COVID Safety Policy - taking in opinions and experience of the regions (Jorge)*

*Our culture of debriefing regularly is a great way to capture what works and what doesn't work and to keep evolving (Sophie)*

A review of our SMP and SOP manuals has been undertaken (a list of changes are attached as an appendix). The SMP size has been reduced from 170 pages in 2021 to 156 pages for 2022.

Emergency preparedness, SOP practise, health and safety feedback and communication was achieved at our national on-line coordinator meeting, regional team meetings and regular communication via emails and zoom catch ups, with a national face to face get together planned for October 2022 at our annual wananga.



*Above: Some of the EMR Northland team at the Poor Knights with a mixture of coordinators, co-director, trustee and taitamariki volunteer guides.*

## Covid Update

Our COVID-19 Safety Plan was updated on 14/9/22.

*We paused our Covid vaccination policy until further notice as of the 30th May 2022.*

### Key points:

- From 11:59pm on 12 September 2022, the COVID-19 Protection Framework (traffic lights) were removed.
- With cases reducing, a highly vaccinated population, and comprehensive access to anti-viral medicines, New Zealand can safely move forward.
- There are no person-limits or vaccine pass requirements for indoor or outdoor activities, such as gatherings and events, and food and drink businesses.
- There is no requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.
- You will only need to wear a mask when visiting healthcare facilities like hospitals, GPs, and aged care residential facilities. Some places like workplaces or marae may ask people to wear a mask.

*Some schools or organisations may adopt their own covid policies, continue to communicate with organisations or schools the expectations (if any) around COVID, as some may adopt their own covid policies. For example, be prepared for some schools or organisations to still ask you to wear a mask indoors.*

You can find more information on masks here:

<https://covid19.govt.nz/.../keep-up-healthy.../face-masks/>

- You only need to self-isolate if you test positive for COVID-19. Leave support payments for COVID-19 cases will continue. You can find out what to do if you test positive here: <https://covid19.govt.nz/isolation.../if-you-have-covid-19/>
- Household Contacts are recommended to take a RAT every day for five days. So long as you test negative, you will be able to go about daily life as normal. You're encouraged to wear a mask whenever you leave home, particularly if visiting vulnerable people, like elderly or immunocompromised people, using public transport, or when in a crowded indoor space.
- You will no longer need to be vaccinated to enter New Zealand. People arriving in New Zealand from overseas will continue to receive free RATs at the airport and will be encouraged to test on day 0/1 and 5/6. You can find more information for preparing to travel to New Zealand here: <https://covid19.govt.nz/.../preparing-to-travel-to-new.../>
- All remaining vaccine mandates have ended. The last workforce with a Government vaccine mandate is health and disability workers. This will end on 11:59pm, 26 September 2022. Some employers may still require workers to be vaccinated due to their responsibilities under health and safety legislation.
- Anti-viral medicines will be available for free to any New Zealander 65+ who tests positive for COVID-19. For Māori and Pacific peoples, these medicines will be available for free to anyone aged 50+ who tests positive. In addition, anyone with three high-risk conditions is eligible for free anti-viral medicines. You can find more information here: <https://covid19.govt.nz/.../medicines-to-treat-covid-19/>
- You can find more information on the next phase of the government's COVID-19 response here: <https://covid19.govt.nz/next-phase-of-our-covid-19-response>

## Clarification around the safety role and differences between regional coordinator and H & S Reps

**Regional coordinators** are the main contact for the region, are the regional safety representatives and are administered under the regional provider organisation. Regional coordinators have responsibility of reporting and evaluating to national programme coordinators. This includes incident reporting and ensuring that regional internal H & S meetings take place. They must ensure the completion site safety checklists and safety/event plans and internal meetings as required for their area.

**Health and safety representatives (HSR) are appointed annually to form a committee.** There is not a requirement for one per region, just a range of workers. These assist in developing standards, rules, and policies or procedures for work health and safety. They make recommendations relating to work health and safety and carry out other tasks that are agreed between the business and the committee. An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters. Any business can choose to have HSRs and they are a well-established way to support worker engagement and participation. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU.

**Health and Safety Committee (HSC)** The team below was picked as our committee at our national zoom catch up (face to face coordinator meeting in October 2022) .The Health and Safety Committee is appointed annually and meets via zoom.

Appointed H&S representatives for 202/2023:

- Sophie
- Liz
- Jorge
- Kim
- Ray
- Nick Hempston
- Marcelle
- Teschna
- Tracey P
- Hana
- Wednesday

### Regional coordinators

Region	EMR	WBC
Northland	Samara Nicholas	Nick Naysmith
Auckland	Sophie Journee	Laura Torre
Coromandel	Amber Boyd	Amber Boyd
Gisborne	Amy-Rose Hardy	Amy-Rose Hardy
Otago/Rakiura – satellite*		N/A
Wellington	Jorge Jimenez	Liz Gibson
Taranaki	Nicole	N/A
South Taranaki	N/A	Rawiri Walsh
Nelson/Tasman	Thalassa	Thalassa
Canterbury	N/A	Nick Hempston

*\*EMR defines satellite regions as areas where we deliver events under the direct supervision of an endorsed coordinator in collaboration with a regional organisation, in absence of a provider organisation being established.*

## **Child protection Policy**

As a result of reviewing our Child Protection Policy, we've clarified our guidelines for all WBC and EMR coordinators around Child Protection training and expectations. We also need all Regional Providers to identify who their Regional Child Protection Lead (CPL) is.

A Child Protection Lead (CPL) needs to be able to observe programme delivery on the ground (hence needing one per region with Samara the overall CPL for our organisation via H & S). See below for more detail: All CPLs need some baseline training to upskill and check their own systems are sufficient (ideally you will have a CPL that is involved in both EMR and WBC delivery or you might have to have separate CPL representing a programme each). All CPLs must register for a FREE online 'Child Protection in Play, Active Recreation and [Sport](#)' as a minimum requirement. All WBC/EMR staff are required to sign (via your annual Health and safety mandatory quiz or signing the document direct) a 'Code of Conduct' and be re-vetted every three years (this is part of the new safety check requirements for coordinators).

CPLs meet once every six months and keep any concerns in a central location (MTSCT Restricted Access Google Drive).

We strongly recommend the 1.5 hours long 'Child Protection in Play, Active Recreation and Sport' online course for all EMR and WBC coordinators. It's free and can be done at any time. CPLs should meet every six months

Current Child Protection Lead's identified:

<b>Region:</b>	<b>CPL:</b>
Northland	Samara Nicholas
Auckland	Ella Walmsley
Coromandel (Waikato)	Amber Boyd
Taranaki (North)	Nicole Sturgess
Taranaki (South)	Rawiri Walsh
Gisborne	Amy Hardy
Wellington	Roni Mohan
Nelson/Tasman (EMR)	Scotty Keen
Canterbury	Nick Hempston

## **Incident Reports**

Incident reports have been reviewed and the register updated. Free lessons have been noted:

EMR Free lesson : Allergic to the fins. They didn't report any allergies prior. Was fine but did react.

WBC free lesson : Kid fell into stream after being warned. No damage done.

WBC incident: Setting nets - flooded waders. But was wearing a lifejacket. No matter how deep.

WBC free lesson: Finger caught in a clarity tube magnet - no blood but was a bit scared.

WBC incident - Spider bite that started tracking - reported to worksafe. Reminder to keep an eye on bites/cuts/scratches.

WBC free lesson - need for wader training if you have crew using them. Best practice - neoprene waders - floatation - but they get very hot. PVC - need to wear the wader belt with them with a lifejacket.

EMR free lesson - Goat Island snorkel day - washed up against some rocks - wasn't wearing a suit and got cut up - strongly recommend people to wear one.

EMR free lesson - Bee sting allergy, one who was severely allergic. People are still getting out of cars. Pre briefing, person got stung. Very lucky he had his parent with him to take to the hospital. Someone to take them straight away.

Discussion: happened before activity started.

EMR - Free lesson, assisting with a member of the public having a cardiac event. Aspirin would be useful in the personal first aid items

## **As a result of incident reporting and free lessons we have some new hazards to add to our register for snorkelling (EMR)**

Allergic reaction to fins, duck shooting and water movement

No trends were identified during our investigations

## **Mountains to Sea Wananga**

This will be held in October 2022

### **Snorkel day participant feedback**

"I found that there was lots of juvenile fish in the shallow water . Thank you for guiding my moko." - Maryrose Houston

"Confidence in water, super instructors. The need to conserve our marine environment." - Ray Reti

"Thank you . Helps my confidence"

"It was a awesome introduction to getting to know the area and how to snorkel here. We saw a star-gazer and glass shrimp and many more. Hope to do more of this in the future."

"This was a fabulous opportunity to introduce our kids to snorkelling , you did an amazing job and they cant wait to come back . Thank you."

"Just seeing the kids enjoy being in the water and gaining confidence." - Andrea Watts

## Teacher feedback

“The kids confidence and snorkelling skill in the water blossomed over the duration of the experience and was amazing to witness. Their excitement at seeing a living marine environment made the learning incredibly enjoyable” - Teacher - Ohaewhai Primary School (Northland)

“It's just great to get kids out connecting to their local beach and learning to snorkel. So many haven't snorkeled before including myself and my family until this program now we always carry snorkel gear with us . It was also great for many of the children to learn that there was a marine reserves locally and was a great to start conversation about how to take care of it. He was very pleased at freya's ability to be flexible and work with the school and how she integrated there theme for the year around safety with her delivery.” Teacher - Lower Moutere School (Nelson)

“Such an amazing experience for our students, so many students had never snorkelled before” Teacher Wellington

## Volunteer training

We have continued to increase training opportunities for our volunteer teams, especially in Auckland where we have the highest number of events and volunteers. The volunteer rating system of Senior, Assistant, Trainee, Land based has continued to work well. In Northland we have introduced rangatahi/taitamariki/youth training events. Because we are working on online signing of volunteer forms, we continue to ask our volunteers to re-sign the terms on the actual day of the event to reinforce volunteer roles for community guided snorkel days.

We have developed volunteer training modules  
<https://www.emr.org.nz/index.php/volunteer>



**Note:** Your Regional coordinator must make sure your regional online volunteer forms ask the date of birth and fitness capability - the essential information for volunteers forms is:

- Full name
- Gender
- Mobile contact
- Email
- Date of birth (so we know what age the person is)
- Emergency contact:
- Fitness:       Low               Medium               High

All fitness levels are considered for volunteer roles but please rate your fitness in relation to a in water role

Relevant qualifications

Medical Condition: Please circle if you have any of the following:

Asthma	Allergies	Disabilities	Seizures of any type
Epilepsy	Heart condition	Diabetes	
Other (please specify): _____			

Have you had any major injuries (breaks or strains or surgery) or illness in the last six months that may limit your participation in any activities (please circle)? Yes No  
If yes please state injury/illness:

Are you currently taking medication? Yes No  
If yes please state ailment and medication/s:

Are you allergic to any of the following?  
Insect bites/stings/jellyfish/seawater: Yes No  
Other allergies: Yes No  
If yes to insect bites/stings what happens during an allergic reaction?

What treatment is required?  
\_\_\_\_\_

Please ensure you have your own medication for any medical conditions.

Please note  
If you are under the age of 18 you will need a parental/guardian consent to progress to senior snorkel guide level

**VOLUNTEER TERMS**

Medical conditions: On the day of event participation - Please advise the supervisor if there has been any change to your medical situation

Criminal Convictions/Police Vet Policy:

MTSCT is committed to provide a safe environment for everyone we work and associate

with. Furthermore, under the Children's Act 2014, we have a special duty to protect and care for children under the age of 18. MTSCT will conduct police vet checks from time to time to ensure we comply with our obligations under the Children's Act 2014 and to check that information given to us by volunteers is correct. By clicking the box below you declare that you have never made a child feel unsafe in your presence. By clicking the box below you confirm that you do not have any criminal convictions relating to sexual offence, offence relating to children or act of violence. By clicking the box below you further consent to a police vet if requested by MTSCT. This information remains strictly confidential. Please note that you are obliged to disclose any new or pending criminal charges that relate to the above to MTSCT."

Yes, I agree to this policy \_\_\_\_\_

**Drug and Alcohol Policy:** By signing this form you agree to abide by MTSCT's drug and alcohol policy which includes not being under the influence of drugs or alcohol when involved in MTSCT safety sensitive activities and public events.

**Privacy:** We collect personal information from you in order to ensure your own Health and Safety and the safety of others when participating in an EMR activity. If you choose to withhold information from EMR you may not be able to participate in any EMR activity (f.ex. medical information). We will share this information with MTSCT staff where deemed necessary for H&S purposes. By signing this form you agree to the MTSCT privacy statement which is found on our website.

**Code of Conduct:** By signing this form you agree to abide by the

**Privacy:** For more information, including about why we are collecting this information and who will receive the information, please ask to see a copy of our privacy statement or go to [www.emr.org.nz](http://www.emr.org.nz)

**Induction:** MTSCT requires all staff and volunteers to comply with our Safety Management Systems, policies and SOP's found on our programme websites. On the day volunteers will be inducted into the SMS and relevant SOP for the day, including access to the relevant site specific RAMS form/s or event plans and guide checklists for the site and given a verbal Health and Safety briefing from the supervisor, including (but not limited to) the identification of potential risks and management strategies. Volunteers will be verbally briefed about the work to be undertaken and potential hazards, location of first aid, facilities and emergency procedures on the commencement of every activity. Site familiarisation is undertaken and relevant issues explained wherever these arise.

**Volunteer responsibilities**

- Take reasonable care of your own health and safety,
- Take reasonable care that what you do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

**Risk disclosure - snorkelling (if applicable):**

I hereby acknowledge the risks associated with snorkelling. I understand that the EMR programme will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards.

**Complaints** Refer to our complaints policy on our website. Health and safety feedback and/or comments can also be submitted via our programme websites [www.emr.org.nz](http://www.emr.org.nz) & [www.whitebaitconnection.co.nz](http://www.whitebaitconnection.co.nz)

## **Technical advice**

Dive! Tutukaka's Kate Malcolm and EMR's Samara Nicholas had a meeting to discuss overarching responsibilities, and PCBU duties, issues that surround H&S in our respective sectors, as well as areas where we feel we can clarify and improve.

The conversation in the morning between EMR leaders and our skipper and senior crew is great, and to formalise the process we already have is a good one to move forward with.

We discussed changes in the EOTC sector and the move of Worksafe to require schools to tighten BOT sign-offs on EOTC outings. I have included here our Hazard Register and examples / copies of how we deal currently with EOTC and Form 6 in particular.

Overlapping duties of care is to be formalised through MOU's and/or signing off as part of event plans

## **Legislation**

Changes to the adventure activities regulatory framework are coming in the future possibly, as there was a consultation period in 2021.

## **Industry Involvement**

We have sought wider industry involvement by attending meetings such as the Northland Aquatic Breakfast Forum 2022 which was organised by Sport Northland and involved industry leaders and representatives from various organisations involved in aquatic sports and water safety.

The forum is designed to provide a platform for networking and facilitate discussions between aquatic industry. Discussion from the forum was followed up with Moana Futures who are also adventure activity certified for snorkeling.

## **WBC Reminder**

**WBC** - reminder of use of field intentions form or whats app - and more detail in calendar in about where you are - WBC use of whats app and reminder of what should be includes - crew calendar for EMR

## **Regional Update - training improvements**

The Mountains to Sea Wellington team have a day in the field refreshing all the rescue skills before the season starts. This year, we included a session on AED use and event emergency response training, provided by Dive Wellington, as we have purchased an AED and a more complete 1st Aid Kit to add to our H&S equipment. This resulted in the creation of a H&S super box containing everything needed in case of an emergency. This supplements the Beach Box.

Zoe and Jorge had their 1st Aid training refreshed and shared any updates with the rest of the team.

COVID has definitely taken over most of the H&S conversation. However, we always have a H&S bullet point in our weekly team meetings' agenda. Each week, the team has a chance to bring up any incidents or near misses that occur in the delivery of our programmes.

Furthermore, when we move from marine delivery to freshwater delivery we have a special H&S bullet point in the agenda to refresh processes before we start delivery again.

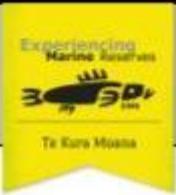
This year, there has been no incidents or near misses what so ever! Woohoo!

### **Printing**

From September 2022 we will provide a printed SOP for each beach box (EMR) only. Safety rep for the region would be incharge of making sure the latest version of SOP is in gear kits. SMP and WBC will be online

### **Privacy**

Privacy Statement and record keeping and guidelines have been updated in our school agreements, registration forms and supervisor agreements. Here is a example of our privacy wording update.

<b>REGISTRATION FORM</b>				Guide name			
<b>EMR Community Guided Snorkel Day</b> www.emr.org.nz   www.facebook.com/emr.mtsct				Number in Group			
<b>Group name</b> <i>You can make this something fun!</i>							
<b>Emergency contact</b> name & number for your group – Someone that isn't snorkelling							
<b>Any Medical conditions?</b> (circle) <i>Elaborate below for each person.</i>		Diabetes	Asthma	Allergies	Heart condition	Epilepsy	Other
<b>Members of your group</b> (First Names) <i>Maximum 4 children under 14 in each group.</i>		Age	Can you swim 200m? (Y/N)	Have you snorkeled before? (Y/N)	Medical conditions?		
1							
2							
3							
4							
5							
6							
if there are more than 6 please tick here <input type="checkbox"/> And enter their details on another sheet – names only							
<i>I hereby acknowledge the risks associated with snorkelling. I fully understand and have read the potential risks and risk reduction strategies. I agree to disclose any medical conditions on this form and to my assigned guide. I acknowledge that it is my responsibility to have medication on hand. I agree to follow the instructions of my guide and also agree for my photo and/or video footage of me and each of the members of my group to be taken and used by EMR and sponsors for educational and promotional purposes (including press releases and on social media). I have read the paragraph above and the laminated Risk Management diagram for the event and I agree to be bound by it. For more information about why we are collecting this information and who will receive the information please see our privacy statement on our website. In the event requested information is not provided, it will be at the (coordinator's) discretion whether participation is permitted.</i>							
<b>Contact Details for the group leader/parent – You pick who this is! They are responsible for the whole group.</b>							
Full name							
Contact cellphone number							
Email address							
Signature of group leader		X					
<b>Koha/Donations – We appreciate your koha of money or time to make these events possible. Most people donate \$5-10.</b> I have Donated Cash/Eftpos <input type="checkbox"/> I have Donated Online <input type="checkbox"/> I have Donated My Time <input type="checkbox"/> Please enter the amount you have donated if you would like a Donation Receipt issued to the email above. \$ _____							
If you would like to <b>opt out</b> of hearing more about our events please tick here: <input type="checkbox"/>							

## Reviewing the 2021-22 Safety Objectives

- Better communication and storage of our policies** - New policy guidelines created in the drive
- Increased awareness of water quality and further develop guidelines around E.coli**  
Increased awareness of checking LAWA - regardless of location
- 100% uptake in quiz - integrate questions about policies we have** 100% of coordinators completed
- Increase communication and staff awareness about privacy, how we collect information, constant improvement** Staff are more aware of the legislation behind this goal

**New annual safety objectives for 2022 - 2023 include:**

Objective	We will show we have met this objective by:
Objective 1: Location of policy documents clear and easy to find on programme websites	No old versions New versions easy to locate
Objective 2: Increased awareness of water quality. Monitoring LAWA (www.lawa.org.nz)- regardless of location.	More expert advice on guidelines for water quality and difference between shallow and deep water
Objective 3: Continue to strive for 100% uptake in quiz for endorsement status. Integrate questions about policy updates in the quiz	Quiz completed by all coordinators
Objective 4: Clearly identify Child Protection Leads (CPL) under provider organisations and increase awareness of training	Regional coordinators report who CPL leads are. Training reported as being complete

**Safety improvement plan**

First aid - Previous requirement for EMR to complete 6400 unit standard - managing first aid in situations with more than one person. For EMR the deadline is for December 2022 for fully endorsed coordinators. Any new coordinators do straight away or when their next refresher due

Funding for monitoring and evaluating safety performance via internal audits has been maintained and we have had an increase of online zoom meetings for regional evaluation and catch ups.

Funding for monitoring and evaluating safety performance via internal visits/audits has been maintained. Refer to internal audit report. We will continue to develop our online evaluation system.

Continue to implement grading system for snorkel participants
Continue to Implement H & S updates and amendments communication using online google quiz - now compulsory for Coordinator endorsement status. Share more free lessons on Facebook crew page. Encourage more group chats

List useful training videos

Continue to produce resources for treatment for injuries such as hazardous marine life, anaphylaxis or hypothermia, managing groups in an emergency, pocket mask use. Expert external training at wananga

Continue to Increase training opportunities for our volunteers and include rangatahi/taitamariki/youth. Promote the use of online training modules for volunteers

Continue to use volunteer rating system for EMR snorkel guides

Continue to implement EMR SOP training at wananga - continue to investigate moving back to unit standards for snorkelling 28391 Snorkel dive in open water and 28436 instruct and assess client snorkel dives in open water. No unit standard requirement for those with existing Dive master or scuba instructor qualification. Continue to investigate most sustainable snorkel training qualification option for EMR

Continue to promote the use of personal health-screenings to regularly monitor physical and mental health and wellbeing.

This year we engaged Kent Erickson in external emergency training practice.

### **TOP management approval**

This report has been circulated to top management and will be tabled at our Annual General Meeting on September 29th 2022 for final approval.

### **Appendix 1**

Summary of Amendments to SMS (but not limited to)

#### **Safety Management Plan (SMP) Version 11 - September 2022**

Refer to website for trustee profile information

Refer to the board charter on website for information on governance

Added regional health check

Recruitment info updated page 39 to include safety checking staff

Updated info on Child Protection Policy and CPL – page 28

Safety objectives updated – page 29

Continued improvement – page 80

Updated info of who incidents are reported to – 79

Updated Police Vet Policy

Added Privacy statement to appendix

Updated COVID 19 safety plan

**Experiencing Marine Reserves (EMR) snorkelling activity Standard Operating Procedures (SOP) Manual, September 2022**

Hazard register - new hazards

Google drive induction to training checklist and reporting - new requirement for endorsement status (requirement that is specific to your role, more emphasis on the importance of reporting for all regions)

Update COVID-19 safety plan references on individual forms and SOP manual.

EMR event plans - multiple providers - implement signing acknowledgement as part of event plan

Pre site assessment - Monitor LAWA <https://www.lawa.org.nz/explore-data/swimming/>  
New ecology info for EMR and Maramataka

Privacy info updated for school agreements, supervisor form and event registrations

EMR SOP changes

- Ø The EMR coordinator/snorkel leader/event controller makes the final 'safety' call on whether events/school delivery go ahead or not.
- Ø *Some school deliver or events involve multiple coordinators, but there will always be a snorkel lead or event controller with the overall responsibility.*

**WBC SOP's (not subject to Adventure Activity Audit)**

Wader policy updated

Google drive induction and CPL training to training checklist

Reporting new requirement for endorsement status

Kayaking surveys covered in risk assessment form - minimum training requirement for kayak surveys (may not necessary formal training)

First aid - Previous requirement for EMR to complete 6400 unit standard - managing first aid in situations with more than one person. For EMR the deadline is for December 2022 for fully endorsed coordinators. For WBC Any new coordinators do straight away or when their next refresher due

Update COVID-19 safety plan references on individual forms and SOP manual.

Hazard register update

## Appendix 2

### Checklist of evidence (audit 2021)

Samples of completed H & S forms	All regions - samples attached
Sample of induction evidence	Most recent new coordinator
Internal annual audit - Pair appraisal	Meeting notes from national visits – H & S annual review. Pair appraisal
Coordinator meetings	See H & S committee and National coordinator meeting
External technical advice	See contribution from Kate Malcolm for 2022
Overlapping duties of care	Attach evidence sample
Top management approval	Coming up at AGM 29 Sep 2022
Communication	See National meeting
Emergency practise and discussion	See regional internal H & S meetings sample
Incident record	See record of incidents
National provider agreements	See sample
Contract for Service	See sample school/provider agreement

## Appendix 3

### First aid workshop with Kent (external expert)

#### *Hypothermia (mild)*

Get patient warm - Reduce exposure to elements, insulate, provide heat source (e.g. another person) and monitor.



## **Anaphylaxis**

Know existing conditions when they register - either there on the day or pre-registered.

Know the normal presentation and what their usual symptoms are.

Ensure someone with anaphylaxis has their emergency plan with them. Teacher needs to have action plan and access to medication.



## **Issues to think about**

- Airway management issues - positioning of the patient.
- Not everyone gets a swollen face etc.
- Patients can go into shock.

**Signs of shock:** Cold clammy sweating, altered state of consciousness, thirst, hungry. Can be showing these signs over an hour. Not always immediate.

- Some get abdominal cramping/explosive diarrhea.
- Having a record when people register

### **Administering the EpiPen**

- Administer ASAP
- May look and feel more unwell once administered. Given them a big fright from adrenaline. Some instances - 2 pens may be suitable (if not recovering after first dose). Need at least a 5 min interval between administering.
- Can administer through wetsuit.
- Follow up - they will probably need help.

### **New reaction for anaphylaxis**

- Can provide supportive care (DRSABC) and call an ambulance.
- Management for person in shock - lie patient on side. Even with a suspected neck injury. Could remain flat on back - but if feeling unwell roll over. Flat puts pressure on diaphragm. Keep warm. Call ambulance.
- No history - novel allergy - treating for shock. Have an epipen for someone else? On the phone to 111. Let 111 decide whether they want you to administer antihistamines or someone else's epipen.

### **Severe laceration**

Compress wound, prevent blood loss, call 111. If using a tourniquet - always leave a tourniquet on. They are expensive, but need to get the good quality commercial one. Research suggests improvised tourniquets are not effective.

### **Minor laceration (e.g. oyster cut)**

- Clean out with saline or clean water and apply non-adhesive dressing, butterfly stitches if appropriate.
- Inform patient to get follow-up advice, visit doctor if gets worse or unsure

### **Jellyfish sting**

Treat with hot water. As hot as patient can handle. Stingose can be used too if in the first-aid kit

### **Drowning**

Hypoxia usually - respiratory arrest - obstructed airway.

Beat the hypoxia - only way is to put air in. Don't bother to get water out of their lungs.

Initial presentation - out of the water - first aid started - if there is clear obstruction (water/item) remove but otherwise just start compressions.

Don't stop if it is foaming. Upper airway fluid.

Most people who drown - don't go through a period of normal rhythm into cardiac arrest. Normal to flat line usually. Don't roll them over if they aren't conscious even if there is water.

If they aren't foaming - don't interrupt your session.

Drowning is exhausting - they will look bad even if they regain consciousness. Puts pressure on lungs and fluid in there. If there is active movement from patient to vomit water - help by rolling over.

[NZRC - National guidelines](#) - great reference

[Drowning guidelines](#) - cross reference and keep up to date.

### **CPR**

110 beats per minute.

30 compression 13-15 seconds. A bit faster is better than a bit slower.

Push hard enough.

Use jaw thrust if there is an expected spinal injury for unresponsive patient.

Or stabilise head and lift jaw.

Takeaway - Let the chest recoil fully between compressions. When you get tired you lean on the patient and don't get effective recoil. Ineffective CPR. Need the heart to refill. Heart muscle gets it's own blood supply when it relaxes. O2 blood from lungs gets tapped out into the coronary artery.

### ***Can under a specific set of situations administer...***

Adrenaline, inhaler, angina spray, aspirin (heart attack)

### ***First-Aid gear to have***

Pocket masks. Very effective. Dry bag on float or submersible version.

Medical shears - to cut through wetsuits.

Dry bag to attach to pocket shield + sugars for diabetics + epipen + inhaler