

SELF LEARNING MODULES FOR BASIC COURSE FOR GUIDE CAPTAINS

MODULES :-

- 1. GENERAL INFORMATION: ORIGIN – GROWTH – AIM.**
- 2. METHODS AND FUNDAMENTALS OF THE MOVEMENT.**
- 3. PRAYER AND FLAG SONG. NATIONAL ANTHEM WITH MEANING.**
- 4. SIGNIFICANCE OF FLAGS - NATIONAL, BSG & WORLD GUIDE FLAG.**
- 5. ORGANIZATION – DISTRICT / LOCAL ASSOCIATION.
(WHO IS WHO UPTO STATE LEVEL.)**
- 6. BASIC KNOWLEDGE OF FIRST AID UPTO DWITIYA SOPAN.**
- 7. GUIDE CAPTAIN AND HER RESPONSIBILITIES.**
- 8. CHARACTERISTICS OF GUIDE AGE GROUP.**

Origin and Growth of the Guide Movement

Certainly you would feel elated when you realise that you are a member of a worldwide Guide Movement, which is more than 100 years old. Naturally this great feeling would lead to an urge within oneself to get to know how and where the Movement originated, who has been responsible for this and how did it spread all over the world. This module has been prepared to meet this purpose.

Objectives

At the end of this Module, you should be able to:

1. Narrate the history of the Guide Movement.
2. Explain how Guiding spread to various countries around the world.

Thought for Reflection

I have over and over again explained that the purpose of the Boy Scout and Girl Guide Movement is to build men and women as citizens endowed with the three H's namely, Health, Happiness and Helpfulness. The man or woman who succeeds in developing these three attributes has secured the main steps to success this Life.

- Baden-Powell



Robert Stephenson Smyth Baden Powell was born in London on **22nd February, 1857** — the day on which Americans celebrated the 125th Birthday of George Washington. His father died when Robert was about three years old, leaving behind his mother and seven children all under the age of fourteen years. Robert was always fascinated with the glorious outdoor life and often spent time camping and hiking with his brothers in many parts of England. From early childhood B.P. was fond of outdoor games, dramatics, music and sketching. He was blessed with the art of writing and drawing with both his hands simultaneously entirely two different things. His gift of sketching and being **Ambidextrous**, made it possible for him to illustrate his own writings.

After his graduation from the Charterhouse school in London, B.P. joined the military services. He got a chance to go to India as a Sub-Lieutenant to join the regiment in the Crimean war.

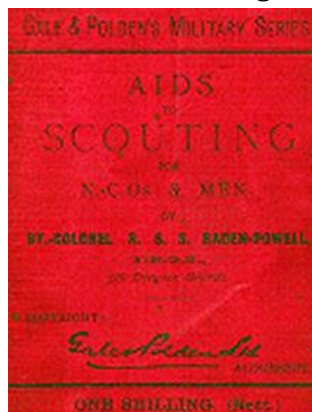




His achievements in the military services included the winning of the most desired sport trophy in India — that for ‘Pig-Sticking’. The Peace assignment in Africa in **1887** gave him the name “**Impeesa**” — **The Wolf That Never Sleeps**.

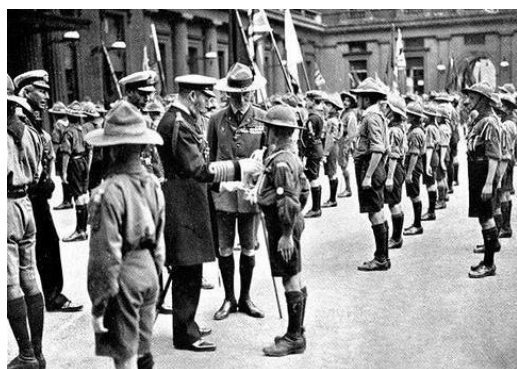
During his service in South African War, B.P. held a small town of Mafeking during the 217 days Siege and during this time, boys of Mafeking from 9 years up were used for all duties like, message carrying, field kitchens, etc. B.P. noticed, how useful the boys were and how well they responded to the responsibilities put on their shoulders. The courage and resourcefulness of the boys made an impression. This was the major influence in the formation of the Scout Movement.

In **1899**, during the Second Boer War in South Africa, Baden-Powell successfully defended the town of Mafeking in a siege that lasted seven months. Baden-Powell's troops were vastly outnumbered so he used local boys to administer first aid, carry messages and run errands. On returning to the UK, Baden-Powell realised that boys at home could benefit from similar sorts of activities. These activities went on to form the basis of the Scouting Movement.



B.P. rose to the rank of Major General. His military experiences and personal popularity gave birth to his first book, — ‘Aids to Scouting’ which was then used as a text book in boy schools. Slowly and steadily, B.P. developed the Scouting idea.

In **1907** B.P. took a small group of twenty boys to the **Brownsea Island** in the English Channel for the **First Experimental Camp** which turned out to be a great success.



In **1908**, B.P. brought out in six fortnightly parts, his handbook for training, ‘Scouting for Boys’ which was also illustrated by him. This book set in motion the Scout movement. B.P. reaped his rewards in the growth of the Scout movement and in the love and respect from the boys round the globe. B.P. was caught completely by the Scout movement which he founded. Scout troops started mushrooming up in all the corners of the world. In **1909**, B.P. organised the **Cyrstal Palace Rally** where he could bring all the Scouts under one roof to interact with each other.

It was at this **Cyrstal Palace Rally** that a small group of **11 GIRLS' Gatecrashed** without any invitation, wearing their brothers' uniforms and demanded to be inspected by Lord B.P.

Baden Powell was rather surprised and asked them to go away as he felt that this movement was not meant for the girls and the idea may also scandalize the parents and disgust the boys. The girls refused to go back and expressed their desire to be a part of this movement and said 'We are Girl Scouts'.



Finally B.P. had to give in. He asked his sister, **Agnes Powell** to lead the girls and gave them the name **'GUIDES'**. Later Agnes wrote a book adapted from 'Scouting for Boys' under the title, **'How Girls Can Help Build The Empire'**. This is how we have the Girl Guide Movement, which was started in **1909** by the girls themselves. In **1910** the first Guide Company was registered in England. In **1911** the first Guide Company was registered in India (Jabalpur) for British & Anglo-Indian girls and in **1916** the first Guide Company for Indian Girls was registered in Pune.

Baden Powell married **Olave St. Clair Soames** in **1912**, who was born on **22nd February 1889**. The age difference between the two of them was **32 years**.

When finally reaching the age of eighty, his strength began to wane. He returned to his beloved Africa with his wife Lady Olave Baden Powell, who had been his enthusiastic helper in all his efforts and who herself was the Chief of the World Guide Movement.



Lord Baden Powell died on 8th January, 1941 in Kenya, Africa and is buried in Nyeri, in St. Peter's Cemetery. His gravestone bears a circle with a dot in the centre, which is the trail sign for "Going home", or "I have gone home". When his wife, Olave Baden Powell died on 25th June 1977, her ashes were sent to Kenya to be buried beside her husband.

Some More Dates

1918 : Lady B.P. became the Chief Guide.

Girl Guiding written by Lord B.P. was published.

6th August 1920 : Lord B.P. became the World Chief Scout.

1920 : Ranger Section was started

1928 : World Association of Girl Guides & Girl Scouts (WAGGGS) was formed.

1930 : The first World Guide Flag which was designed by Ms. Kari Aas was adopted at the World Conference, held at Foxlease and Lady B.P. was proclaimed the World Chief Guide.

7th November 1950 : Bharat Scouts & Guides Association was formed.

1951 : Girl Guide Association merged with Bharat Scouts & Guides.

1977 : Death of Lady B.P.

1991 : The New World Guide Flag was adopted.

Thought for Reflection

Most of us who have been sowing the seed will not, in the nature of things, be here to see the harvest; but we may well feel thankful, indeed jubilant, that our crop is already so well advanced....

- Baden-Powell

An Attempt to Recollect

Having read through so far, you can now try to test your memory by answering the following questions:

1. What is the full name of the Founder of the Scout Movement?
2. Where was the First Experimental Camp held for Scouts?
3. In which year was the Experimental Camp conducted?
4. In which year was the Crystal Palace Rally held?
5. When B.-P. as the girls assembled at the Crystal Palace Rally "Who are you?" what did the girls reply?
6. From where did Baden-Powell pick up the name Girl Guides?
7. Who looked after the Girl Guide Movement in the initial phase?
8. Who took charge of the Girl Guide Movement 1916 onwards?
9. In which year was Olave Baden-Powell chosen as World Chief Guide?
10. What is the maiden name of Lady B.P?

For further reading:

1. A Complete Handbook for Flock Leaders*
2. Girl Guiding in India*
3. Leslie's Guiding History Site
4. The Story of Girl Guides by Rose Kerr, Published by The Girl Guide Headquarters, London

* Books published by The Bharat Scouts and Guides, National Headquarters, New Delhi.

Fundamental Principles of the Bharat Scouts & Guides

The fundamentals of The Scout and Guide Movement describe what we are trying to achieve and how we achieve it. The fundamentals essentially dictate the type of organisation that we are. If the fundamentals are understood by each one of us who are Guiders it becomes a very powerful force that helps us to understand the programme and why we do things in a certain way. It empowers us to make decisions about how Guiding is delivered to young people by understanding *what* we are trying to achieve.

Objectives

At the end of this Module, you should be able to:

1. Narrate the definition provided by the Bharat Scouts and Guides.
2. Explain the purpose of the Scout/Guide Movement.
3. Discuss the principles of Scouting/Guiding.
4. Explain the Scout/Guide Method.

Thought for Reflection

Scouting and Guiding exist to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

DEFINITION : The Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.

Guiding belongs to system of Non – Formal Education since it is an organised educational activity outside the established formal system.

PURPOSE : The purpose of the Movement is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of local, national and international communities.

PRINCIPLES : The Movement is based on the Following Principles.



DUTY TO GOD

Adherence to spiritual principle, loyalty to the religion that expresses the acceptance of the duties resulting there from.



DUTY TO OTHERS

Loyalty to one's country in harmony of local and international peace, understanding, co-operation. Participation in the development of society with recognition and respect for dignity of one's fellowmen and for the integrity of the natural world.



DUTY TO SELF

Responsibility for the development of one's self.

METHOD : The Guide Method is a system of progressive self-education through:-



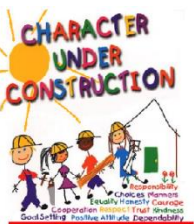
1) Promise and Law. The Promise and Law are the basic tools for the formulation of the principles for the Scout/Guide Movement. It is a personal commitment voluntarily given.

2) Learning by doing. In Scouting / Guiding the learning must be by observation, experimentation and personal activity.



3) Membership of small groups under adult leadership. The Patrol system is the only method of training.

4) Progressive and stimulating programme of various activities based on the interest of the participants including games, useful skills and services to the community taking place largely in an outdoor setting in contact with nature.



THE 4 MAIN PILLARS OF THE MOVEMENT

How much do you know ?

1. What is the definition of Bharat Scouts & Guides?
2. Explain the Purpose, Principles and Methods of the Bharat Scouts & Guides?
3. What are the 4 main pillars of the movement?

Prayer and Flag Song & National Anthem with meaning.**Objectives**

At the end of this Module, you should be able to:

1. Sing the Prayer and Flag Song & National Anthem.
2. Explain the meaning of the Prayer and Flag Song & National Anthem.

<u>National Anthem</u> Jana gana mana adhinayaka jaya he, Bharata Bhagya Vidhata! Punjab, Sindh, Gujarat, Maratha, Dravida, Utkala, Banga, Vindhya, Himachal, Yamuna, Ganga, Uchchhala jaladhi Taranga, Tava shubha name jage, Tava shubha ashish mangle, Gahe tava jaya gatha. Jana gana mangala dayaka jaya he, Bharata Bhagya Vidhata, Jaya he, Jaya he, Jaya he, Jaya Jaya Jaya Jaya He....	<u>Daya Kar Daan Bhakti Ka</u> Daya kar daan bhakti ka, hame parmatama dena Daya karna hamari atma mein shudhta dena Hamare dhyan mein aao, praphu aankho mein bas jao Andhere dil mein aakar ke, param jyoti jaga dena Bahado prem ki ganga, dilo mein prem ka sagar Hame apas mein miljul kar, prabhu rahna sikha dena Hamara karma ho seva, hamara dharma ho seva Sada imaan ho seva, we sevakchar bana dena Vatan ke vaste jeena, vatan ke vaste marna Vatan per jaan fida karna, prabhu hamko sikha dena Daya kar daan bhakti ka, hame parmatama dena Daya karna hamari atma, mein shudhta dena
<u>Bharat Scout & Guide Flag Song</u> Bharat Scout Guide Jhanda Uncha Sada rahega Uncha Sada Rahega Jhanda Uncha Sada rahega Neela Rang Gagan Sa Vistrit Bhatru Bhav Phailata Tridal Kamal Nit Teen Pratigyaon Ki Yaad Dilata Aur Chakra Kehta Hai Pratipal Age Kadam Badhega Uncha Sada Rahega Jhanda Uncha Sada Rahega Bharat Scout Guide Jhanda Uncha Sada rahega	

National Flag, Bharat Scouts & Guides Flag And World Guide Flag

People have used flags for over 4,000 years. Today every country has a flag. Likewise there are flags for Institutions, Clubs, Sports and Games, Religious groups, Political parties etc.

Objectives

At the end of this Module, you should be able to:

1. Describe the Indian National Flag.
2. Explain the meaning and significance of our National Flag.
3. Explain the flag code.
4. Describe the Bharat Scouts and Guides Flag.
5. Describe the World Guide Flag

Thought for Reflection

"A flag is a necessity for all nations. Millions have died for it. It is no doubt a kind of idolatry, which would be a sin to destroy. For, a flag represents an Ideal."

"It will be necessary for us Indians Muslims, Christians Jews, Parsis, and all others to whom India is their home-to recognize a common flag to live and to die for."

- Mahatma Gandhi

National flags serve not only as a means of identity but also as a symbol for a country's history and ideals. Although flags originated from a simple concept, today they represent much more than mere signage.

Flags are a symbolic representation of the country and its ideals. Flags aim to unite the people and act as an icon of the nation. The flags of countries are treated with respect.

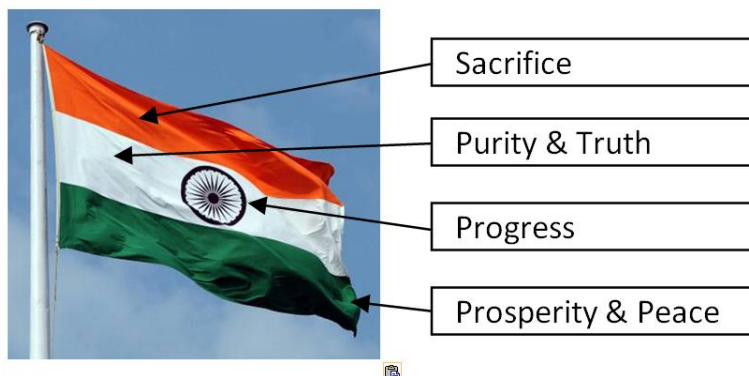
Countries usually design their flag with certain colours or shapes to stand for specific meaning.



The National Flag of India

The National Flag of India has got immense importance. It was designed by Pingali Venkayya, an agriculturist and Indian freedom fighter from Andhra Pradesh. The national flag of free India was first adopted by the Constituent Assembly on 22 July 1947. It epitomizes its civilization and culture, heritage and freedom.

The Indian national flag is a tricolor rectangular panel, made up of three rectangular panels of equal width. The colour of the top panel is saffron and of the bottom panel is green; the middle panel is white. In the centre there is the design of Ashoka Chakra in navy blue colour. Saffron colour denotes courage and sacrifice, white denotes purity, the path of truth to guide our conduct and the green denotes prosperity and peace. The Ashoka chakra comprising of 24 spokes in the centre of the panel is the wheel of the law of Dharma; it denotes progress. The size of the flag is in the ratio of 3:2 (three parts long and two parts wide). The national flag shall be used only on such occasions and in such manner as in accordance with the rules framed by the Government.



Flag Code

On 26th January 2002, the Indian flag code was modified and after several years of independence, the citizens of India were finally allowed to hoist the Indian flag over their homes, offices and factories on any day and not just National days, as was the case earlier. Now Indians can proudly display the national flag anywhere and anytime, as long as the provisions of the Flag Code are strictly followed to avoid any disrespect to the tricolor

The flag:

- shall not be used for commercial purposes;
- shall not be dipped in salute to any person;
- shall not be flown at half-mast except on occasions on which the Flag is flown at half-mast on public buildings in accordance with the instructions issued by the Government;
- shall not be used as a drapery in any form whatsoever, including private funerals;
- shall not be used as a portion of costume or uniform of any description nor shall it be embroidered or printed upon cushions, handkerchiefs, napkins or any dress material
- shall not be intentionally allowed to touch the ground or the floor or trail in water;
- in a damaged or soiled condition, it shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.
- should not be used as a festoon, rosette or bunting or in any other manner for decoration.

When displayed in a straight line with flags of other countries, the National Flag shall be on the extreme right; i.e. if an observer were to stand in the centre of the row of the flags facing the audience, the National Flag should be to his extreme right. The position is illustrated in the diagram.



The Bharat Scouts and Guides Flag

The Bharat Scouts & Guides flag is dark blue in colour. The Emblem in yellow colour is in the centre of the flag with Ashoka chakra in blue colour. The size of the Association flag is 180 cms in length and 120 cms in width. The size of the emblem is 45 cms x 80 cms.

The size of the Unit/Group flag is 120 cms in length and 80 cms in width. The name of the Unit/Group shall be written in yellow colour in a straight line below the emblem.

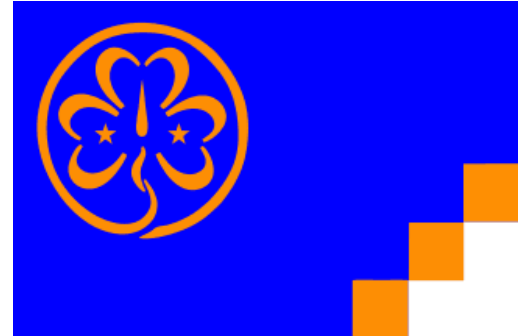


The Fleur-de-lis is the International Emblem of Scouting. The Trefoil of Guides, superimposed on the Fleur-de-lis stands for the combined organisation of Bharat Scouts and Guides. Ashoka Chakra is meant to emphasize the Indian character of the Movement.

The Bharat Scouts and Guides flag shall be dipped to the President of the Indian Republic. It may be dipped to the President or the Chief National Commissioner of the Bharat Scouts and Guides.

The World Guide Flag

The World Guide Trefoil and the World Flag have many symbolic meaning. The Trefoil used on the World Badge is the unifying symbol of WAGGGS. Every part has a meaning. The Golden Trefoil on bright blue ground represents the sun shining over all the children of the World. The three leaves represent the Three-Fold Promise as originally laid down by the Founder. The base of the stalk represents the flame of the love of humanity. The vein pointing upwards through the centre of the trefoil represents the compass needle pointing the way and the two stars represents the promise and law.



The white blaze in the lower, right-hand corner represents WAGGGS' commitment to peace; this is crowned by three golden blocks symbolizing the three-fold Promise.

For further Reading: Girl Guiding in India*

- Books published by The Bharat Scouts and Guides, National Headquarters, New Delhi.

Thought for Reflection

A country's flag may merely be a piece of colored fabric, but it is intended to represent so much more. For those who have fought battles to defend their country, the flag stands for all that they have suffered and sought to protect.

An Attempt to Recollect :

Try testing your memory by answering the following questions:

1. What does a national flag symbolise?
2. Who designed the national flag of India?
3. When was the national flag of free India first adopted by the Constituent Assembly?
4. When you hoist the National Flag, which colour should be on the top?
5. How many spokes does the Ashoka Chakra comprise of?
6. In terms of size, what is the ratio of the national flag?
7. What does the green colour in the national flag signify?
8. When was the Indian flag code modified?
9. What should be done when the national flag is damaged?
10. What is the colour of the Bharat Scouts and Guides flag?
11. What is the size of the Bharat Scouts and Guides Association flag?
12. What is the international emblem of Guiding?

Organisation - District Association, Local Association

Organisation is a process, which integrates different type of activities to achieve organisational goals and objectives, to achieve these goals there must be competent management providing them all those factors to perform their job efficiently and effectively. Organisation is nothing but a process of integrating and coordinating the efforts of men and material for the accomplishment of set objectives.

Objectives

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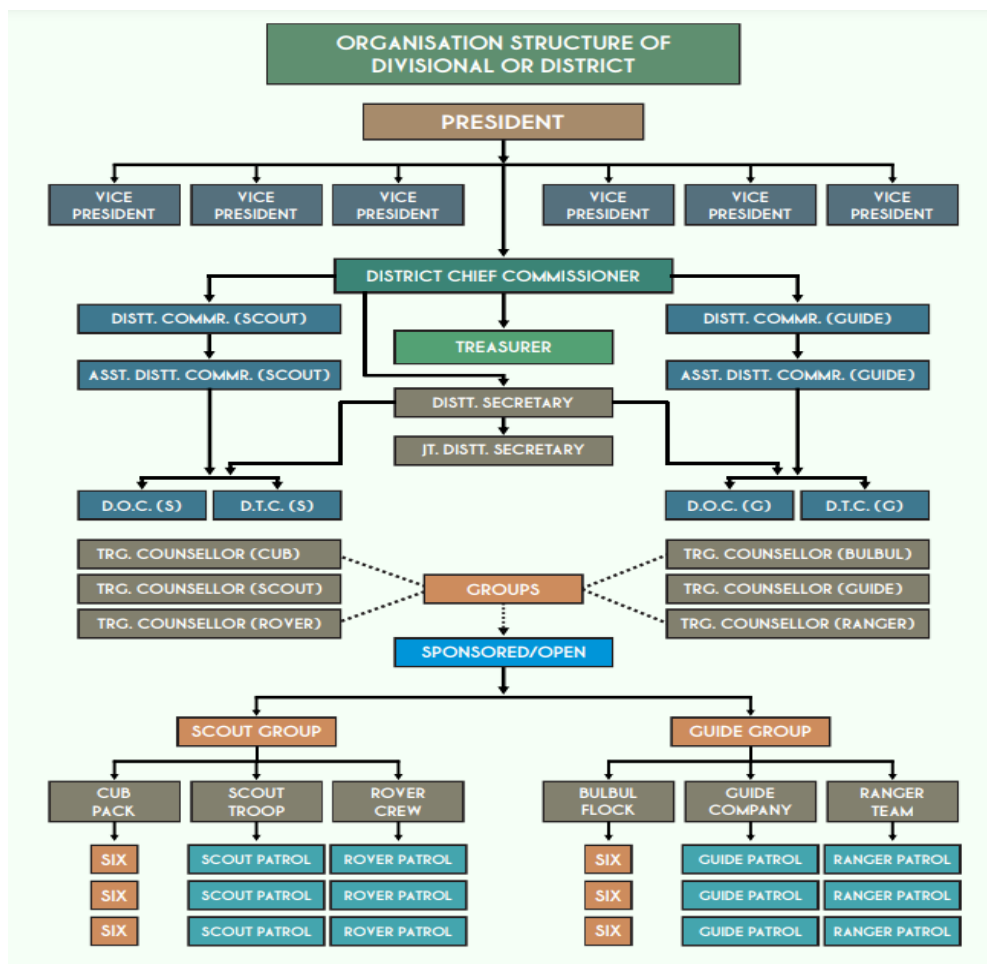
1. Explain the composition and the functions of the District Association.
2. Explain the composition and the functions of the Local Association.

Thought for Reflection

Through optimum utilization of resources and proper division of work, the challenges can be easily meet and activities expanded in a planned manner.

DISTRICT ASSOCIATION

A District Association is formed in each Revenue District in the State or for a part or parts of a Revenue District or for two or more Revenue Districts or for such area as determined by the State Executive Committee from time to time.



The District Association is registered with the State Association. Every Registered District Association will receive a Charter from the State Association signed by the State Chief Commissioner and the State Secretary.

Annual Registration Fees as fixed by the State Executive Committee will have to be paid to the State Association by the District Association.

Membership of District Association is open to the citizens of India residing within the jurisdiction of the District Association who subscribe to the purpose and objects of the Organisation.

District Council

The terms of the District Council is 5 years from the date of its First meeting in which the new Council is constituted. The District Council ordinarily meets once every year. The President presides over the District Council Meetings.

The primary functions of the District Council are to elect its President, Vice Presidents and members of the District Executive Committee; approve its Annual Report and the Annual Audited Statement of Accounts; approve the Budget of the District Association; lay down the Bye Laws of the District; implement the policies and programmes with regard to training of Scouts and Guides; collect Individual Registration Fee from Scout and Guide Groups and send it to the State Association every year; Approve the Annual Programme; and appoint Auditors

The District Commissioners may appoint Training Counsellors of Scouts and Guides on the recommendation of the District Training Commissioner concerned.

District Executive Committee

The District Executive Committee meets at least once in every six months.

Its important functions are to: form the Local Association; secure registration and renewal of Local Associations; control and administer the funds and properties of the District Association; convene the meeting of the District Council; recommend Scouters, Guiders and others in the District for Awards; secure registration and renewal of Scout and Guide Groups; elect the District Treasurer; to appoint District Scout and Guide Committees; recommend to the District Council the Bye Laws; collect and submit Individual Registration fee to the State; elect representatives for the State Council; appoint six Trustees.

The District Badge Committee recommends suitable persons as Instructors and Examiners of various Proficiency Badges and Examiners to Test the Advancement Badges for Cubs, Bulbuls, Scouts, Guides, Rovers and Rangers.

The District Planning Committee is responsible for planning the development of Scouting and Guiding in the District.

The other Committees in the District are:

The District Finance Committee

The District Adult Resources Management Committee

The District Scout Committee

The District Guide Committee

The District Youth Committee

The District Community Development Committee

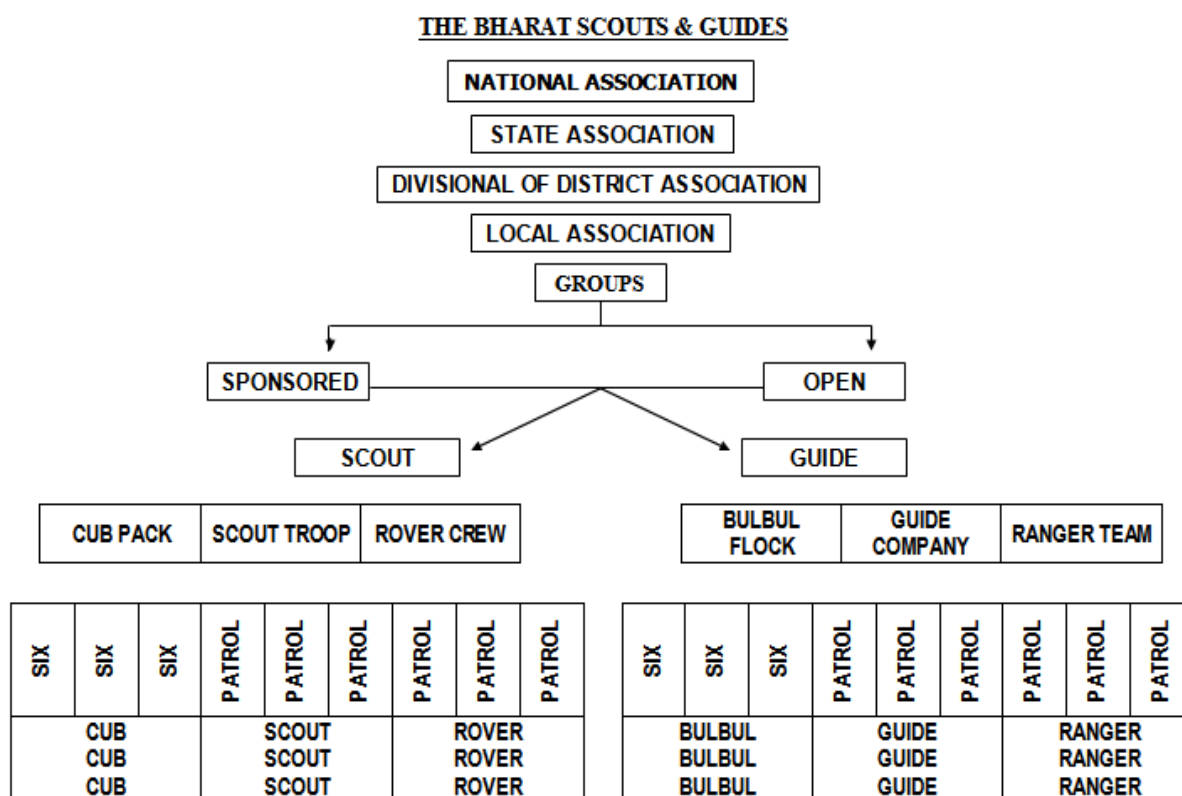
LOCAL ASSOCIATION

Formation: The State Association forms a Local Association for any area consisting of not more than 100 Scout and Guide Units dividing the area of the District Association. Wherever the number of Scouts and Guides are more, a Local Association is formed for every 15 to 20 Units.

Registration: All Local Associations are registered with the State Association through the concerned District or Divisional Association. In the absence of a District/Divisional Association, it is directly registered with the State Association.

Charter: Every Registered Local Association will receive a Charter from the State Association signed by the State Chief Commissioner and the State Secretary.

Fee: Annual Registration Fees as fixed by the State Executive Committee will have to be paid to the State Association by the Local Association.



Membership of Local Association is open to the citizens of India residing within the jurisdiction of Local Association who subscribe to the purpose and objects of the Organisation

Office Bearers and Officials

The office bearers and officials of the Local Association are:

The President, Vice Presidents (Maximum 6 of whom 3 shall be women), Chairman of the Executive Committee, Assistant District Commissioner of Scouts, Assistant District Commissioner of Guides, Treasurer, Secretary and Joint Secretary (one of whom shall be a woman), Quartermaster and Badge Secretary, Leader Trainers and Assistant Leader Trainers residing in the area, and Training Counsellors.

Local Council

The Local Council meets once a year and its tenure is for five years. The primary functions of the Local Council are to elect its office bearers and members of the Local Executive Committee,

approve the Budget of the Local Association and adopts its Annual Report and the Annual Audited Statement of Accounts, to implement the policies and programmes with regard to training of Scouts and Guides and for Adult Leaders, to collect Individual Registration Fee from Scout and Guide Groups and send it to the District Association every year, and appoint Auditors.

Local Executive Committee

The Local Executive Committee meets at least once in every four months. It elects its Chairman; forms Groups and Units; convenes the meetings of the Local Council; controls and administers the funds and properties of the LA; recommends to the Local Council for considering, approving and adopting the Budget, Audited Statement of Accounts and the Annual Report; organises local level Camps and Rallies; secures registration of Scout and Guide Groups; elects the Treasurer; etc. The two other committees of the Local Association are the **Local Finance Committee** and the **Local Adult**

Resources Management Committee.

The details provided in this module with regard to the District Association and the Local Association is broad based. In order to find out the rules pertaining to all matters relating to the District Association and the Local Association, you need to refer to the Rules Book of the Bharat Scouts and Guides.

For further Reading:

1. A Complete Handbook for Flock Leaders*
2. Rules Book*
3. Job Profile*

* Books published by The Bharat Scouts and Guides, National Headquarters, New Delhi.

Suggested Activity

Make a list of the current Office bearers in your Local Association/District Association and keep updating it from time to time.

Basic knowledge of First Aid up to Dwitiya Sopan

As a guider, you may face many occasions where you may have to deal with simple injuries at camps, on hikes, during company meetings, etc. Therefore it is always useful to have the basic knowledge of First Aid.

Objectives

At the end of this Module, you should be able to:

1. Explain what is First Aid.
2. Make a personal First Aid Kit and know the use of it's content.
3. List the Golden Rules of First Aid.
4. Deal with simple cuts, burns and bleeding from the nose.
5. Make a Triangular Bandage.

Definition of First Aid: First Aid is the immediate and temporary care given to the victim of an accident or sudden illness before the arrival of proper medical aid.

A – B – C of First Aid :

A – Clear Airway

B – Stop Bleeding

C – Check Circulation

Scope of First Aid :

D – Diagnosis (History, Signs, Symptoms)

D – Decide (Treatment – Breathing, Bleeding, Shock)

D – Disposal (Victim to the Doctor, Doctor to the Victim)

Case Management :

R – Respond quickly.

A – Adopt calm and methodical approach.

T – Treat obvious injuries.

S – Study the surroundings for preventing further damage.

Golden rules of First Aid :

- 1) **Do first things first** quickly, quietly and without fuss or panic.
- 2) **Give artificial respiration** if breathing has stopped.
- 3) **Stop bleeding** if any.
- 4) **Guard against or treat for shock** by moving the casualty as little as possible.
- 5) **Do not attempt too much** – do the minimum that is essential to save life and prevent the condition from worsening.
- 6) **Reassure the casualty** and those around and so help to lessen anxiety.
- 7) **Do not allow people to crowd round** as fresh air is essential.
- 8) **Do not remove clothes** unnecessarily.
- 9) **Arrange for the transport of the casualty** to the care of a Doctor or a Hospital as soon as possible.

Tools of a First Aider: A well equipped **FIRST AID KIT** and a bit of **COMMON SENSE**.



Contents of a First Aid Kit :

Dressings – Triangular Bandages, Roller bandages, Band Aids, Gauze pads, Cotton, Crepe bandages, Adhesive Bandages.

Local Applications – Antiseptic ointment, pain / sprain balms.

Oral Applications – Pain Killers, Anti-Diarrhea tablets, Laxatives, Antacid tablets, Anti-Vomit tablets, Anti-Dehydration, Prescribed medications.

Liquid Applications – Antiseptic liquid, Cologne Water.

Cleansing agent – Soap and anti-biotic towels / tissues.

Home Remedies – Cloves, Sweets.

Others – Thermometer, Diary, Pen / Pencil, Scissor, Safety pins, Small Bowl, Tweezers, 1 Re. Coins.

BURNS AND SCALDS

Burns and scalds are injuries to body tissue caused by heat .A burn is caused by dry heat. e.g. iron, fire, hot coal, etc. A scald is caused by wet heat. e.g. hot water, steam, acid etc.

First Steps :

- + Stop the burning process and remove any sources of heat.
- + Put out the flames with water or smother with a blanket.
- + Burns caused by tar should be cooled with water, but do not remove the tar itself.
- + For electrical burns : Switch off the main source electricity. Disconnect the victim from the electrical source using a non-conductive material such as a wooden stick or wooden chair.
- + Do not touch the person connected to a high-voltage source.
- + For chemical burns : Remove affected clothing. Brush the chemical off the skin if it is in a dry form. Then wash the burn with lots and lots of water. Do not attempt to neutralise chemicals.
- + For Clothing on fire : **STOP** the casualty panicking or running because any movement or breeze will fan the flames. **DROP** the casualty to the ground. **COVER** the casualty with a non-fluffy coat, blanket, curtain, rug or other heavy-duty fabric until the flames have been smothered.

Treatment :

- + Start cooling the burn immediately under running water for at least 10 minutes or till the burning sensation subsides.
- + Make the casualty as comfortable as possible.
- + Gently remove all jewellery, watches, belts or constricting clothing from the injured area before it starts to swell, unless it is sticking to the skin.
- + Do not break any blisters.
- + Do not use creams, lotions, ointments or any adhesive dressings.
- + Do not try to feed the casualty anything unless completely conscious.
- + Treat for shock and call for medical help.
- + Cover the wound with a clean, non-fluffy material.
- + A burnt face may be covered with a gauze mask, with holes cut into it to assist the victim in breathing.
- + Rush the person to a medical centre.

ANIMAL BITES

Animal bites that break the skin can sometimes cause infection. Some bites need to be closed with stitches while others heal on their own.

Treatment :

- + Wash the bite area with soap and water.
- + Apply pressure with sterile gauze or a clean cloth if the bite is bleeding.
- + Cover the area with a clean bandage or sterile gauze.
- + Take the person to a medical centre for further assistance.

INSECT BITES AND STINGS

Most insect bites and stings cause small reactions that are confined to the area of the bite and can usually be treated at home.

Treatment :

- + As soon as a person is stung by a bee, remove the sting if it's been left in the skin by either scraping it out with fingernails or with the help of a tweezer.
- + Wash the affected area with soap and water.
- + Place a cold compress over the affected area to reduce swelling
- + Do not scratch the area as it can become infected.
- + (keep children's fingernails short and clean)
- + If the swelling or the pain does not subside, wrap an ice pack or cryotherapy collar and place it on the swelling.
- + Take the person to a medical centre for further assistance.

SPRAIN

Our ligaments are tough, elastic-like bands that connect our bones holds our joints in place. A sprain is an injury to a ligament caused by tearing of the fibers of the ligament. The ligament can have a partial tear, or could be completely torn apart. Of all sprains, ankle and knee sprains occur most often.

Follow the R.I.C.E. treatment :

- + **Rest** the injured limb. Do not put any weight on the injured area. However minimum exercise of other muscles will minimize deconditioning.
- + **Ice** the area. Use a cold pack to help limit swelling. Continue to ice the area for 15 to 20 minutes, four to eight times a day, for the first 48 hours or until swelling subsides. If you use ice, be careful not to use it too long, as this could cause tissue damage.
- + **Compress** the area with an elastic wrap or bandage. Tie a compressive crepe bandage to support the sprained area.
- + **Elevate** the injured limb above your heart whenever possible to help prevent or limit swelling.

Get Emergency Medical Assistance If :

- + You are unable to bear weight on the injured leg
- + The joint feels unstable or numb
- + You are unable you can't use the joint.
- + You develop redness or red streaks that spread out from the injured area.

NOSE BLEEDING

Bleeding from the nose is very common amongst children. It could be due to a bad fall or even a sun stroke.

Treatment :

- ✚ Make the person sit upright and lean forward. This will avoid swallowing of blood and getting choked.
- ✚ Pinch the bridge of the nose to discourage further bleeding.
- ✚ Ask the person to breathe through his mouth.
- ✚ Blow out forcefully and splash some cold water on the nose to clean away the nose clear the nose of blood clots.
- ✚ Dab an ice pack or pour some cold water on the head or on the nape.
- ✚ To prevent re-bleeding, don't pick or blow the nose for a few hours after the bleeding has stopped.
- ✚ If re-bleeding occurs, repeat all the above steps and take the person for medical assistance.

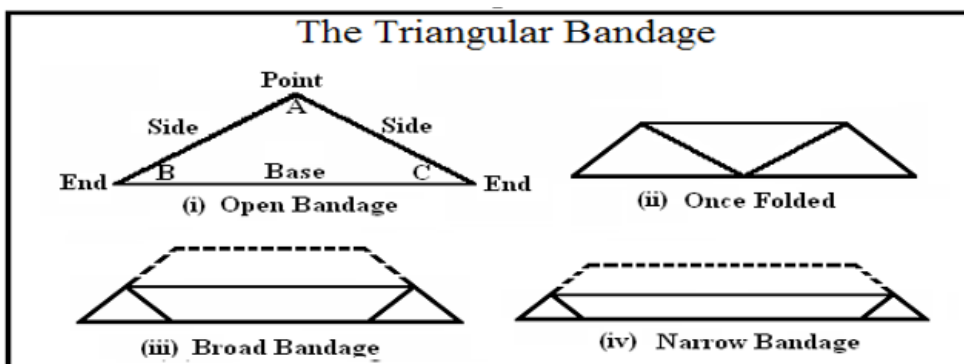
MINOR CUTS, SCRAPES AND WOUNDS

The small hazards that can lead to minor cuts and scrapes are a part of everyday life.

Treatment :

- ✚ Rinse the wound with cool water to remove dirt.
- ✚ To stop the bleeding, gently apply firm, direct pressure using a clean cloth or gauze. Continue to hold the pressure steadily till the bleeding stops.
- ✚ Don't raise the cloth or gauze to check on the wound, because that could cause the wound to start bleeding again. If blood seeps through the dressing, just put more on top and keep applying pressure.
- ✚ If possible, raise the wound higher than the heart level.
- ✚ Apply some antiseptic and cover the injured area with a clean bandage.

TRIANGULAR BANDAGE



SIZE : 1 mt. WHITE POPLIN CLOTH OF 45 INCHES WIDTH. FOLD INTO A TRIANGULAR SHAPE AND CUT IT DIAGONALLY. STITCH ALL THE EDGES.

How much do you remember ?

1. What is First Aid?
2. What are the Golden Rules of First Aid?
3. Will you be able to deal with minor ailments?

For further Reading: St. John's Ambulance First Aid Book.

Guide Captain and Her Responsibilities

Now that you have decided to undergo Basic Course for Guide Captains, let us discuss what will be your responsibility as a Guide Captain.

Who is a Guide Captain?

A GC is a Unit Leader who willingly accepts leadership in the Guide Movement to train young persons at the Unit Level in accordance with the fundamentals and the methods of the movement.

Objectives

At the end of this Module, you should be able to:

1. Explain the qualities essential for a Guide Captain.
2. List the responsibilities of a Guide Captain.

The most worthwhile thing is to try to put happiness into the lives of others.

- - Baden-Powell.

1) Responsibilities to the children :

The Guide Captain sets a personal example, is a role model, hero, friend, elder sister. She must have knowledge of nature of girl, adapt to the needs/ nature of the girl, provide good and positive influence, substitute bad environment and influences with good ones (especially in camps), give responsibilities to Guides, give career counseling, character moulding. Her smartness, general attitude, uniform reflect her character and her Guides are the reflections of their Guide captain.

2) Administrative responsibilities :

Maintenance of records, annual registration & renewal, finance and budgeting, equipment, accounts and fund raising.

3) Programming/ Planning responsibilities:

Programme planning, arranging camps & hikes, selecting proper/ suitable campsites & locations with facilities, Khari Kamai and CD activities, arranging competitions.

4) Duty/Responsibilities to the movement :

To implement the methodology i.e. Learning by doing, patrol system, following Promise and Law in daily life, implementing the girl programme.

5) General :

Attend district meetings, subscribe to magazines and journals, self study.

An Attempt to Recollect

1. Who is a Guide Captain?
2. What are the responsibilities of a Guide Captain?
3. Who has to conduct the Investiture ceremony for the Guides?
4. Who is responsible for teaching the Guides, Law and Promise?

Thought for Reflection : Girl Guiding has a double meaning. To some it means the fun of playing the games of the Girl Guides; to others, the fun of “playing the game” in Guiding Girls. Our desire in producing this Guide scheme is to offer help to parents, teachers and patriots who may care to avail themselves of it when it comes to the duty of training girls.

- Baden-Powell

CHARACTERISTICS OF CHILD AGE GROUP

In order to teach effectively, one should be aware of the uniqueness of each child—the combination of temperament, upbringing, strengths and weaknesses. Children of a particular age group share common characteristics, and it is important to be aware of these.

- Knowing the abilities and limitations of a certain age group helps to structure the content of a lesson for maximum effectiveness.
- The responsiveness of children is dependent on the presentation style and hence teaching methods and media should be geared to suit that particular age group.
- The personal characteristics of children develop rapidly as they grow up. These changes need to be acknowledged and catered for by teaching truths in way that keeps them relevant to the child.

The ages of the children you will be working with, may range from 10+ to 18 years and these years may be classified into 2 groups – Pre Adolescence & Adolescence

Objectives :

By the end of the module you will be able to :

1. Identify the General Characteristics Of Guide Age Group.
2. Explain the Five Areas Of Child Development.

General Characteristics Of Children :

- They are emotionally sensitive and thus vulnerable.
- They love stories and have a rich imagination.
- They want good to triumph over evil.
- They enjoy singing, dancing, acting and being creative.
- They are generally carefree.
- They forgive easily and forget quickly.
- They can easily become discouraged.
- They are good at memorizing.
- They are eager to learn and acquire skills.
- They are trusting and believe what adults tell them, especially their teachers.
- They are very observant and often imitate their elders.

Five Areas Of Child Development :

- **Physical Development :** The period between childhood and teenage-hood is a period of rapid change. No two teenage bodies are the same. For girls, the early physical changes start from about 10 or 11 years. However for some it could be a little early or a little late. Breast development, changes in body shape and height, growth of pubic and body hair and start of menstruation are some of the developments that makes some children conscious and introvert. These topics need to be discussed about openly.
- **Emotional Development :** Along with physical development, every child passes through phases of emotional development. Emotional development is the emergence of a child's experience, expression and understanding. Emotions such as pride, shame, anger, etc. begin to emerge. These emotions should be well channelized for positive growth of the child.

- **Social Development** : Social development involves learning values, knowledge and skills that enable children to relate to others effectively and to contribute in positive ways to family, school and the community. Through the growing awareness of social values and expectations, children build a sense of who they are and of the social roles they are expected to play. As children develop socially, they respond to the influences around them and play an active part in shaping a healthy society.
- **Psychological Development** : Psychosocial development is one of the best-known theories of personality.
- **Spiritual Development** : One should not make a mistake between Spiritual Development and Religious Development of a child. Spiritual development involves the integration of one's beliefs, value, meaning and self-worth. Religious development is based on the instructions in one's set of religious faiths and it is expressed in an organized practice and discipline of certain beliefs about Gods and Goddesses and religious customs.
- **Approaches to Learning** : Children differ in how they approach new tasks, difficult problems, or challenges. These activities will spark your child's curiosity, interest, and attention and the ability to stay on task. Research suggests strong links between positive approaches to learning and success in school.
- **Thinking Abilities and General Knowledge** : The suggestions in this area help your child figure out how the world works and how things are organized. Your child will experience "learning how to learn," improving problem-solving ability and abstract thinking.
- **Communication, Language and Literacy** : These activities will help your child learn to express himself and to understand what others say. Early reading and writing skills are also targeted.

Let us reflect :

1. What are the General Characteristics of Guide Age Group?
2. What are the Five Areas Of Child Development?