



Sunbury United FC First Aid Policy

Background and Purpose

Sunbury United FC recognises the importance of First Aid in treating injuries and illness and preventing further injuries or illness. The health and safety of our members and guests is a paramount concern to Sunbury United FC.

The purpose of this policy is to provide clear guidelines and practical procedures for the provision and implementation of First Aid at all club events.

Policy Statement

Sunbury United FC will implement procedures to allow for effective management and treatment of injured and ill members.

In outlining these procedures, Sunbury United FC will follow Industry and Sports specific first aid guidelines. The club reserves the right to cancel, postpone and/or alter an event in the interests of safety of all members.

Applicability

This policy applies to all members, volunteers and visitors of Sunbury United FC including but not limited to, players, umpires, team officials, volunteers, and spectators. The responsibility of implementing this First Aid Policy rests with the Sunbury United FC Committee.

Definitions

“First Aid” The initial provision of care for a person suffering from an injury or illness until more advanced care is provided or the person recovers.

“First Aid Personnel” Persons who have been trained in first aid procedures and hold a ‘First Aid’ qualification.

“First Aid Qualification” Includes current ‘Apply First Aid’ or ‘Occupational First Aid’ or qualifications with equivalent competencies.

“First Aid Equipment” Includes First Aid Kits, beds, wheelchairs and resuscitation equipment.

“Medical Assistance” Medical treatment provided by a licenced professional medical practitioner.

Procedure

First Aid Officers

Sunbury United FC is reliant on volunteers in all aspects of its operations. The provision of First Aid by volunteers may and will be necessary in circumstances of illness or injury. As a matter of course, different volunteers will be available and on hand at various venues on any particular day. The Sunbury United FC Committee should determine which volunteers should be trained as First Aid Officers and arrange training.

First Aid Kit

(a) Clubhouse

The contents of the first aid kit must be protected from dust and damage, and be kept in a container that clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked. The first aid kit will be easily accessible for all volunteers in the Sunbury United FC clubhouse.

The first aid kit must be inspected by the First Aid Officer every three months to ensure that it is well stocked and items with expiry dates are replaced before they expire. The Secretary must be advised if stock needs to be replenished.

(b) Team Kits

Each team will be allocated their own first aid, which is to be checked weekly by the team first aid officer and the Secretary must be advised if stock needs to be replenished.

First Aid Treatment

If a person requires first aid treatment, the nearest First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine the appropriate transport in consultation with the patient.

The First Aid Officer shall record the following information:

- Name and location of person
- Type of injury, if known
- Treatment provided
- Outcome, if known

First Aid Records

When using supplies from the first aid kit the 'first aid kit log book' must be completed. The log book is to be kept inside the first aid kit. The following details must be entered into the log:

- Date and time
- Name of injured person
- Nature of injury/illness
- Treatment provided
- Supplies used
- Name of attending First Aid Officer, if applicable.

The First Aid Officer must record details of all injuries using an Injury/Incident Report Form, and forward the form to the Secretary for filing purposes.

INJURY NOTIFICATION FORM

Team:

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Coach:

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Team Manager:

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Person submitting details:

Name:

Telephone:

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Date of report:

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Date of incident:

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Time of incident:

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Place/location where incident occurred:

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Name of injured person, if different from above:

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Brief description of incident (give details of the type of injury, if any , caused by the incident):.....

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Details of injured person:

Name:

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Male/Female:

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Address:

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Date of Birth:

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Telephone Number:

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Person(s) who saw incident or first came to scene:

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Signature (person submitting details):

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Name:

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Date:

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