

## BOROONDARA NETBALL ASSOCIATION – FIRST AID POLICY

### INTRODUCTION

Boroondara Netball Association (BNA) is committed to ensuring the health, safety and welfare of our community including players, coaches, umpires, spectators, support staff and administrative staff (members).

This policy sets out BNA Guidelines relating to the provision of first aid and other medical matters, at all BNA events and competitions.

It is intended that this document be reviewed on an annual basis, to ensure that it continues to comply with legislative requirements, Netball Victoria policy and to ensure it meets the first aid needs of all involved.

### PURPOSE

The Boroondara Netball Association expects that those who are part of the BNA community are aware of the standards and expectations when participating in our competition. In the event that first aid is required, all members should understand and adhere to the procedures and processes outlined in this policy.

The purpose of this policy is to facilitate the provision of effective initial treatment and assessment, in the event of injury to BNA members

### SCOPE

The policy applies to the Boroondara Netball Association members. It covers all BNA events and competitions and does not include injury relating to council matters or property.

### COMPLIANCE

*Netball Victoria policy*

### AIMS

- To reinforce the first aid procedures and processes expected at BNA
- To outline the role of clubs in providing adequate first aid to their members.
- To outline the role of the BNA in providing adequate first aid to members.
- To provide a safe and supportive environment for our members.
- To ensure that all incidents requiring first aid are reported in a timely manner, by appropriate personnel.
- To ensure that reported incidents are followed up appropriately and in a timely manner

### IMPLEMENTATION

The Boroondara Netball Association will adopt a primarily preventative approach, with the priority being risk management.

### INDEMNITY

Except where provided or required by law and such cannot be excluded, the Boroondara Netball Association and its respective directors, officers, members, servants or agents are absolved from all liability arising from injury or damage, however caused, arising whilst participating as a member.

## **ROLES AND RESPONSIBILITIES**

Below are the roles and responsibilities of various groups within the Boroondara Netball Association community. It is up to each group to ensure that they are aware of their duties in terms of administering, reporting and following up on first aid incidents.

### **Boroondara Netball Association – First Aid Personnel**

- BNA will ensure that first aid personnel have current and appropriate minimum first aid qualifications
- Where minimum qualifications/accreditation standards are not met, BNA shall support member/s to achieve the minimum standards
- In the event that BNA manages a serious injury, the BNA first aid officer is to report the injury on the Injury Reporting Sheets (Appendix I) provided by BNA
- BNA will provide an adequate First Aid Kit
- The First Aid Kit will be stored in the designated first aid area and all appropriate personnel will have access to it
- A BNA representative will maintain the first aid kit supplies and an inventory will be completed on a regular basis
- BNA will have a designated area for the treatment of injuries. It will be kept clean and accessible at all times
- BNA personnel with First Aid competencies will provide a level of care consistent with their training and knowledge. Members must recognise the limitations of their training and competence, and not act outside of these limitations.

### **Clubs**

- Clubs must ensure that there is at least one designated representative present, at each event and competition, that meets the minimum first aid qualification requirements
- Where minimum qualifications/accreditation standards are not met, clubs shall support their member/s to achieve the minimum standards
- Must ensure personnel with First Aid competencies will provide a level of care consistent with their training and knowledge. Members must recognise the limitations of their training and competence and not act outside of these limitations.
  
- Teams and clubs are the first point of call for any injury related matters
- If deemed necessary, the player, when accompanied by a team or club representative, can seek assistance from the BNA first aid representative in the designated first aid area
- Are responsible for making informed decisions in consultation with the parent / guardian regarding players participating in training or matches, when an ongoing injury or medical condition exists
- Must promptly communicate any health or safety concerns to the player or parent / guardian (where the player is under 18)
  
- Are responsible for maintaining up to date medical records and current ACTION PLANS for all of their members and for ensuring that these are present at all events and competitions eg) asthma , allergies
- Are responsible for notifying the designated club official of any players with serious medical conditions
- Are responsible for ensuring that their members have, in their possession at all times, prescription medications and treatment requirements such as, but not limited to, asthma puffers, spacers, insulin, EpiPens /Anapens.

## **Individual players or parents (where the player is under 18)**

- Are encouraged to take responsibility for their own health and safety
- Are to communicate accurate and current medical information to their team or club representative
- Are responsible for ensuring that they have, in their possession at all times, prescription medications and treatment requirements such as, but not limited to, asthma puffers, spacers, insulin, Epipens /Anapens.
  
- Are responsible for seeking primary first aid from their team or club representative
- In the event that the injury is serious in nature, and requires further advice, the player can seek assistance from the BNA first aid representative in the designated first aid area
  
- Are responsible for making informed decisions regarding participation in training or matches, when an ongoing injury or medical condition exists
  
- At the discretion of the injured player or parent / guardian (where the player is under 18), players or parents /guardians are responsible for downloading *the Netball Victoria Insurance Claim* forms from the BNA website and ensuring they are appropriately completed

## **BLOOD POLICY AND INFECTIOUS DISEASES**

*BNA will comply with the Netball Victoria policy on Blood and infectious disease*

## **EMERGENCY PROCEDURES**

- Ring for an ambulance, if deemed necessary
- Emergency phone numbers will be accessible and displayed in the designated first aid area
- Emergency Management (Asthma, Anaphylaxis, RICERS, CPR) plans will be displayed in the designated first aid area

## FIRST AID KITS

First Aid Kits are equipped according to requirements and will contain, as a minimum, the following items:

- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- small sterile un-medicated wound dressing;
- medium sterile un-medicated wound dressing;
- adhesive tape;
- rubber thread or crepe bandage;
- disposable gloves;
- scissors;
- tweezers;
- a list of items contained in the First Aid Kit for inventory

First Aid Kits must:

- Be easily recognisable and readily accessible to staff.
- Only be accessible to BNA Committee members

## OTHER MEDICAL SUPPLIES

With regard to the items listed below, appropriate medical documentation – includes medical alert tags - must be obtained, or a parent/guardian must give permission where practical and not risking the life of the patient concerned.

### EPIPEN / ANAPEN

- Players with diagnosed anaphylaxis MUST carry their own prescribed EPIPEN / ANAPEN
- BNA will provide intramuscular ADRENALINE for use by a **Medical Practitioner only** and to be used only in emergency situations, whereby a diagnosed anaphylactic requires an additional dose, or has forgotten their own prescribed pen

### DEFIBRILLATOR

- BNA will provide a portable defibrillator to be used in emergency situations
- Only a trained person can administer the Defibrillator

### BRONCHODILATORS

- Players with diagnosed asthma MUST carry their own bronchodilator / spacer etc
- BNA will provide a Ventolin inhaler for use by a trained first aider where an asthmatic has forgotten their own inhaler

### ANALGESICS & ANTI-INFLAMMATORY MEDICATIONS

- BNA will not provide basic analgesics and anti-inflammatory medications unless required for an acute injury
- Aspirin will be available in the event of a patient suffering chest pain

### INSULIN

- Members with diagnosed diabetes must carry their own Insulin if required
- BNA will provide oral GLUCOSE (GLUCOSE PASTE) in the event of a suspected hypoglycaemic episode

### STRAPPING TAPE

- Players with known injuries are expected to provide their own strapping tape
- BNA will SELL rolls of strapping tape on request