



## Policy – Member Protection Policy Member Protection Policy – Part M – First Aid

Document Control

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Approval

Delegation required for approval: Chairperson

Approving officer:

Name: Sharon Casablanca Position: Chairperson

Signature: *Sharon Casablanca* Date: 01/10/2018

### Background and Purpose

The Brisbane Netball Association Inc. recognises the importance of First Aid in treating injuries and illness and preventing further injuries or illness. The health and safety of our members & guests is a paramount concern to Brisbane Netball Association Inc. The purpose of this policy is to provide clear guidelines and practical procedures for the provision and implementation of First Aid at all Association events.

### Policy Statement

The Brisbane Netball Association Inc. will implement procedures to allow for effective management and treatment of injured and ill members.

In outlining these procedures Brisbane Netball Association Inc. will follow Industry and Sports specific first aid guidelines. The Association 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, staff and visitors of Brisbane Netball Association Inc. including but not limited to, players, umpires, team officials, volunteers, spectators and staff. The responsibility of implementing this First Aid Policy rests with the Brisbane Netball Association Inc.

### 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 'Sports First Aid' and "CPR" 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

### Legislative Requirements

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

First Aid Code of Practice 2004

## **Procedure**

### First Aid Officers

In accordance with the Code of Practice: First Aid in the Workplace (Australian Sports Commission Sporting clubs guide to a safe workplace) a First Aid Officer is deemed necessary for Brisbane Netball Association Inc. A qualified First Aid Officer will be in attendance for all Brisbane Netball Association Inc. fixture matches and BNA carnivals. Copies of the First Aid Officer's qualifications are to be filed in their personnel file.

### First Aid Kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognizable (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 players and spectators.

The first aid kit must be inspected by the First Aid Officer every month 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

### Association Representative Teams:

A first aid kit shall be supplied to each Representative team of Brisbane Netball Association Inc. Each team manager shall be responsible for their teams' kit, restocking of the kit is the responsibility of

the Representative equipment person.

#### Facilities:

A first aid room shall be available for the use by an appointed First Aid Officer. The first aid room shall be adequately stocked to deal with all injuries and medical events, and be readily available for all players, spectators and members. It is the responsibility of the designated First Aid Officer to ensure that the first aid room is stocked as required and to advise the secretary when replenishment stock is required.

#### First Aid Treatment

If a person requires first aid treatment, the First Aid Officer must be contacted to administer first aid treatment.

The First Aid Officer must record the following information:

- Date and time
- Name of injured person
- Nature of injury/illness
- Treatment provided
- Name of attending First Aid Officer

The 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.

#### **Related Document**

Brisbane Netball Association Inc.' Member Protection Policy

> Code of Practice: First Aid in the Workplace at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

[http://www.ausport.gov.au/\\_\\_data/assets/pdf\\_file/0005/526064/33004\\_Workplace\\_Safety\\_Guide\\_web.pdf](http://www.ausport.gov.au/__data/assets/pdf_file/0005/526064/33004_Workplace_Safety_Guide_web.pdf)