

First Aid Policy and Procedures

General

The Meteors Triathlon Club works to ensure the safety and well being of each and every member and coach, at every competing and training venue.

The Club does not have the personnel or resources to provide a qualified first aid practitioner at every competing or training venue. However the Club is committed to ensuring that suitably designated club officials (coaches and first aiders) are present at each venue when competing or training occurs.

The Club seeks to ensure that members, coaches and first aiders are provided with an awareness of safety practices as part of their personal development.

Coaches and first aiders in charge of members are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of members at the Club. It is worthwhile to remember that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Principles

- Training and resources will be provided to coaches and first aiders to enable them to provide rudimentary first aid effectively in the event of accident or injury to members. This assistance will normally be confined to injuries involving minor soft tissue, potential concussion and minor blood letting. Injuries of a more serious nature will require the attendance of a suitably qualified para-medical or medical practitioner.
- All coaches and first aiders have a duty of care to members to provide assistance when required, including calling on qualified assistance when necessary as set out in this policy.
- In every instance, first aid/emergency assistance is a means of supporting member health and safety, while awaiting professional medical assistance.
- Coaches and first aiders should not be involved in the general management of pre-existing or ongoing medical conditions.
- It is the responsibility of parents/guardians to ensure that members do not compete or train if they have known medical conditions for which the competing/training of basketball would potentially be of further detriment to the member's health. Coaches/first aiders have the right to refuse to compete or train a member who may fall into this category.

Definitions

First aid:

The emergency treatment of illness and injury. It includes emergency treatment, maintenance of records, dressing of minor or major injuries, recognition and reporting of health hazards and participation in safety programs.

Accident/Injury Reporting Form:

Official Club document that must be completed after an accident or injury occurs. (appendix A)

Member:

A member registered with the Club and Triathlon Australia or being trailed with a view to joining.

Parents:

Includes guardians and legal guardians.

Resuscitation masks:

One-way mouthpieces, suitable for mouth-to-mouth resuscitation.

Venue:

Includes all locations used by the Club in the course of its normal competitions and training functions

Coaches' and First aiders' Responsibilities

- Designated Club officials will ensure that all coaches and first aiders are made aware of rudimentary first aid procedures.
- If a member becomes unwell at a Club event, the Club staff will arrange for the member to be cared for until a parent or suitable guardian is able to reach the venue and assume responsibility for care, or until transfer to hospital is available.
- In cases of illness or injury, coaches and first aiders will use their best endeavours to:
 - In response to an unconscious member, an ambulance should be called immediately
 - undertake the procedures necessary to protect life and limb within their expertise and experience
 - protect the member from further injury
 - protect others, if necessary, from injury
 - summon suitably qualified personnel or call an ambulance as soon as it is practicable
 - remain with the ill or injured member except when necessary to obtain assistance
 - assist as necessary with arrangements for ambulance transfer, attendance by a medical practitioner or other care
 - club member who initiated response to the incident must notify the Club President or Secretary at the earliest possible opportunity
 - assist as necessary to notify the member's parents
 - take steps to prevent a members with a serious injury from eating or drinking anything, as this may delay anaesthesia, if required
- Where a member's condition precludes transfer to a Hospital or Health Centre, the club member will obtain assistance and remain with the member.

Parent Responsibilities

- It is essential that parents must provide the Club with details of any medical conditions which may impact on their child's ability to compete or train and of any medications which might require coach awareness.
- It is the parent's responsibility to ensure that any medical condition information is kept up-to-date throughout the entire duration of their child's participation at the Club. This will include any changes to a child's health which may affect ability to compete or train, and any changes to personal details, such as contact telephone numbers or addresses.
- Parents must provide sufficient contact details to the Club to enable the Club to contact them or another appropriate person if it is necessary to collect an unwell member.
- If a member has an infectious disease, the member is to be excluded from competing or training. Parents must notify the Club immediately once they become aware that their son or daughter has contracted an infectious disease.

Member Health Information

- Adult members and Parents are required to supply written notice to the Club with any medical condition(s) which may impact on the ability to compete or train, (e.g. asthma, diabetes, epilepsy) or who take medication which may impact on their ability to compete.
- The Club will inform coaches and first aiders of all relevant information received from Parents concerning their child's health.

Portable First Aid Kits

- A portable first aid kit will be available at the competition and training venues for use in circumstances where immediate care is required, or when it is inappropriate to move a member.
- All first aid kits must be clearly identifiable, and their contents must be checked after every use and quarterly. First aid kits will be maintained by designated Club officials.

Reporting of Incidents

- Every incident which results in a member being referred to a medical practitioner or hospital will be reported to the first aider.
- Any members or any other witnesses to serious injuries should supply information to the First aider, so it can be recorded forwarded on to the Club Secretary or President. Information should be limited to simple factual details. See appendix 1 Report Form
- If the coach or first aider believes that there is any possibility of a claim for compensation of any sort being made against the Club, a Club member or against Triathlon South Australia or Triathlon Australia, the incident should be reported, as soon as possible, to the Club President. The President will then make an appropriate report to the Club's insurers, if necessary.

HEAD INJURY INFORMATION (CONCUSSION)

For the next 24 hours parents/guardians to keep a careful watch over the patient.

Parents/guardians to be made aware of the need to take patient to an Emergency Department immediately if they notice any of the following:

1. Unusual behaviour, irritability, confusion.
2. Persistent nausea or vomiting.
3. Visual disturbance – blurred or double vision.
4. Dizziness or loss of balance.
5. Drowsiness – difficulty in waking up, or more sleepy than usual. If patient falls asleep wake them every ½ hour to check for problems.
6. Severe or persistent headache.
7. A fit or spasms of the face or limbs.
8. Blood or discharge from the nose or ear.

Nb: Take the injured persons helmet to the Emergency Department.

MANAGEMENT OF SPRAINS AND STRAINS - (R.I.C.E.)

The following first aid measures should be commenced as soon as possible after an injury:

R Rest	move and use the injured part as little as possible
I Ice	apply an ice pack to reduce swelling and bruising, for 10-20 min every 2 hours, for up to 48 hours.
C Compression	apply a firm bandage to reduce swelling and encourage rest
E Elevation	raise the injured part as gravity will decrease the swelling e.g. If arm injured, wear a sling. If leg injured, sit with foot on a pillow.
R Referral	If pain persists after 24 hours or is not tolerable at any stage, seek medical advice.

PERSONAL CLEANUP
(EXPOSURE TO BLOOD OR BODY FLUIDS
&
PROCEDURE WITH CONTAMINATED CLOTHING)

Exposure to Blood or Body Fluids

If a member or other person has an exposure to blood or body fluids, the following action should be taken:

Immediately:

- wash away the blood or body fluid with soap and running water
- if the eyes are contaminated, rinse eyes while open with sterile saline solution or tap water
- if blood gets into the mouth, spit it out and then repeatedly rinse with running water
- seek advice from the Club's First Aid Co-ordinator in relation to the need for further action
- complete an Incident Report Form if deemed appropriate

Contaminated Clothing

Contaminated clothing should be removed and stored in leak-proof double plastic bags until it can be treated as follows:

- white clothing should be soaked in 1:10 solution bleach for 30 minutes. Bleach should be rinsed off after use
- coloured clothing should be soaked in disinfectant for 30 minutes
- after soaking, clothes should be washed separately in a domestic washing machine at high temperature on a long cycle

FIRST AID REPORTING FORM (appendix A)

Person affected: <input type="checkbox"/> Member <input type="checkbox"/> Family/Friend <input type="checkbox"/> Member of the public Outcome: <input type="checkbox"/> Near miss <input type="checkbox"/> Injury
1. DETAILS OF INJURED PERSON
Name: _____ Phone: (H) _____ (MB) _____ Address: _____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F _____ Date of birth: _____
2. DETAILS OF INCIDENT
Date: _____ Time: _____ Location: _____ Describe what happened and how: _____ _____ _____
3. DETAILS OF WITNESSES
Name: _____ Phone: _____ Address: _____ _____
4. DETAILS OF INJURY
Nature of injury (eg burn, cut, sprain) _____ Cause of injury (eg fall, grabbed by person) _____ Location on body (eg back, left forearm) _____
5. TREATMENT ADMINISTERED
First Aid given <input type="checkbox"/> Yes <input type="checkbox"/> No Name of person providing first aid: _____ Treatment: _____ Referred to: _____

Please print clearly and tick the correct box – use additional paper if required.