



POLICY – Human Resources

Policy Number 03-009- First Aid

Document Control

Version Control

Date	Version	Details	Author
10 th October 2013	1	New	Netball Australia
13 th January 2014	2	New	Liana Roccon Jodie Terry Anna Carroll
24 th March 2014	3	New	Liana Roccon Anna Carroll
10 th April 2014	4	New	Anna Carroll Liana Roccon
2 nd May 2014	5	New	Anna Carroll Liana Roccon Tahnee Norris
16 th May 2014	6	New	Anna Carroll Liana Roccon

Approval

Delegation required for approval: Chief Executive Officer

Name: Anna Carroll Position: Chief Executive Officer

A handwritten signature in black ink that reads "A Carroll". The signature is written in a cursive style.

Signature:

Date: 19th May 2014

Background and Purpose

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

In outlining these procedures, Netball Queensland 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 Netball Queensland including but not limited to, players, umpires, team officials, volunteers, spectators and staff. The responsibility of implementing this First Aid Policy rests with the Management 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

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 First Aid Code of Practice at least one First Aid Officer is deemed necessary for Netball Queensland’s headquarters at Moorooka. In consultation with the Senior Leadership Team the Office Manager should determine which employee/s would be trained as the First Aid Officer and arrange training. Copies of the First Aid Officers’ qualifications are to be filed in their personnel file.

The Office Manager will arrange emergency evaluation drills at least six monthly.

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 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 employees in the staff kitchen.

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 Receptionist or Office Management must be advised if stock needs to be replenished.

First Aid Treatment

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

The First Aid Officer must record the following information:

- Name and location of person
- Type of injury, if known
- Urgency of matter; and
- Determination if another First Aid Officer is required

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.

The First Aid Officer will ask the injured worker's Manager or Supervisor to arrange the transport.

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 and/or an Occupational Health and Safety Representative must record details of all injuries using an Injury/Incident Report Form, and forward the form to the Office Manager to note the incident register and file for future reference.

Related Documents

1. List of contents for stocking First Aid Kits
2. Register of First Aid Accredited people at the Association
3. First Aid Reporting Sheets
4. Injury Reporting Sheets

References

Netball Australia First Aid Guidelines
Sports Medicine Australia