



First Aid Policy

Policy purpose

The West Sydney Wolves Sports Association is committed to preventing injuries and illness from occurring, however, if an accident or injury occurs, West Sydney Wolves Sports Association will ensure that an effective first aid service is available to staff, contractors and visitors to minimise the impact of the injury/illness.

West Sydney Wolves Sports Association shall implement a first aid management structure as detailed in the following procedure.

Scope

This policy applies to members, patrons, staff, management and visitors to the venue.

Definitions

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

First Aid - is the initial care of the injured or sick. It attempts to reduce the severity of an injury or illness incurred by stabilising the condition and preventing further deterioration. First aid may be required in situations or incidents that include sport related injury, cardiac arrest, loss of consciousness and epileptic fits, as well as in work-related situations such as burns, eye injury, cuts or abrasions.

First Aider - is a person who has successfully completed a nationally accredited training course or equivalent level of training that has given them the competencies required to administer first aid.

Medical Treatment - treatment that can only be given by a medical practitioner or other licensed health professional.

Roles and Responsibilities

- Where structured sport is conducted under the auspice of a governing body, it is the responsibility of each sport to have a suitably qualified Sports Trainer / First Aid person in attendance in accordance with the requirements of their relevant SSO or NSO.
- West Sydney Wolves Sports Association is to keep a list of important and relevant emergency contact details in both the medical room and the front administration desk and ensure they are current.
- The individual in charge of the activity where a person is transported from the venue with a medical injury must complete an injury report and lodge it with management of the facility no later than 24 hours after the injury occurred.



West Sydney Wolves Sports Association is responsible for:

- Protecting members from harm and/or hazards that can cause injury by safeguarding every reasonable precaution
- Ensuring that at least one employee is in attendance at all times with current valid first aid qualifications and immediately available at all times that the venue is being utilised. This can be the same person who has anaphylaxis management training and emergency asthma management training
- Ensuring a risk assessment is conducted regularly to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- Ensuring that first aid training details are recorded and kept up to date on each staff member's record
- Ensuring there is an induction process for all new staff, that includes providing information on the location of first aid kits and specific first aid requirement and this policy
- Ensuring that parents are notified as soon as possible if their child is involved in an incident, injury, trauma or illness at the venue.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor environments of the venue
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian standards
- Provide and maintain a transportable first aid kit that can be taken to outer areas of the venue
- Monitoring the contents of all first aid kits and arranging replacement of stock, including when any use-by dates have been reached
- Ensure appropriate medical personnel are at the venue during private venue hire
- Ensure emergency and ambulance access to the venue is available at all times. At no time shall the entry gates or side access doors be obstructed or impeded.
- Ensuring all staff understand their responsibility to recognise and report to management any potential for hazard or injury

Policy review date - June 2023