



# SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB INJURY PROCEDURES

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**DOCUMENT NAME:** Springwood Boys and Girls Injury Procedures  
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In the event of an injury or other accident at Springwood Boys and Girls, or through use of Springwood Boys and Girls' services, the following steps will be followed:

## 1. IF AN ACCIDENT OCCURS

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- Stop the class and prevent any injured participant from moving or being harmed by further activity;
- Ensure the rest of the class is safe (give responsibility for your group to another coach to remove from the accident site) and remain at all times with the injured person; &
- Request assistance from the First Aid Officer (most senior qualified First Aid personnel) to assess the nature of the injury and give directions regarding treatment.

### **Talk to the participant:**

- What happened?
- How did it happen?
- What did you feel?
- Where does it hurt?
- Have you injured this part before?

### **Observe the participant:**

- Is the participant distressed?
- Is the participant lying in an unusual position?
- Is there any swelling?
- Is there any difference when compared to the opposite limb?

## 2. IN THE EVENT OF MINOR INJURY

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- Class Coach to administer first aid – Rest, Ice, Compression and Elevation (RICE), gloves must be worn if blood is present;
  - Class Coach to notify parent/guardian at the conclusion of the class, or as soon as possible;
  - When talking to parent/guardian, do not make any diagnosis other than the obvious (eg. Jo hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment
  - The Class Coach to complete an "Injury Incident Report Form" immediately the training/competition concludes, ensuring all details are filled in.
  - Ensure that all witness details available are completed.
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- The Class Coach signs the completed report and submits to the Head Coach for verification and signing off.
- Head Coach enters details on the 'Injury Incident Database' and files original report in 'Injury Record File'.
- Information on database to be utilised for Quarterly Reporting purposes for identifying injury prevention measures.
- Class Coach to call the athlete or parent/guardian within 24-48 hours to follow-up on recovery of injury.

### **3. IN THE EVENT OF MAJOR INJURY**

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- First Aid Officer to check "DRSABCD" - Danger, Response, Send (ring 000), Airway, Breathing, Circulation (CPR) and Defibrillation and administer first aid as required.
- Do not move the participant if there is a suspected neck or spinal injury, unless there is a risk to life present (eg. falling debris, fire, explosion);
- Class Coach to stay with the participant and keep them as calm and comfortable as possible;
- A responsible person should be requested to retrieve the participants Medical Form (found on the reverse side of application form and stored in the office) and hand to First Aid Officer.
- A responsible person should be requested to contact the parents and inform them of the situation, trying not to alarm them unnecessarily. If the parents cannot be contacted, the class coach or First Aid Officer has the discretionary right to call an ambulance, stating:
  - ✓ The nature of the injury.
  - ✓ Address & Phone number you are calling from.
- When talking to parents, do not make any diagnosis other than the obvious (eg. Jo hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment.
- The Class Coach to complete an "Injury Incident Report Form" immediately the training/competition concludes, ensuring all details are filled in.
- Ensure that all witness details available are completed.
- First Aid Officer to complete relevant areas of "Injury Incident Report Form" and co-signs form.
- The Class Coach co-signs the completed report and submits to the Head Coach for verification and signing off.
- Head Coach enters details on the 'Injury Incident Database' and files original report in 'Injury Record File'.
- Information on database to be utilised for Quarterly Reporting purposes for identifying injury prevention measures.
- Management Committee to call the athlete or parent/guardian within 24 hours to follow-up on recovery progress of injury.
- Management Committee to provide a copy of the relevant GA personal injury claim form to parent/guardian within 1 week of injury occurring.

### **4. ROLES & RESPONSIBILITIES**

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#### **Coach**

- Remain with participant until assistance is provided;
- Talk to parent/guardian as soon as possible;
- Follow up with injured participant and parent/guardian' &
- Complete relevant sections of Injury Incident Report Form

#### **First Aid Officer**

- Provide assistance as most qualified first aid present;
- Review medical form and determine appropriate treatment response; &
- Complete relevant sections of Injury Incident Report Form.

**Responsible Person**

- Make contact with relevant emergency services;
- When in communication with ambulance, provide details regarding the nature of the injury, address and phone number.

**5. EMERGENCY CONTACTS**

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Ambulance, Fire and Police Services (emergency only): 000

**Hospitals**

Nepean Hospital Penrith GWH Kingswood 4734 2000

ANZAC Memorial Hospital GWH Katoomba 4784 6500

**Police**

Springwood Police Jerseywold Ave 4751 0299

Refer to membership details for parent/guardian contacts.

**6. ACCIDENT REPORTING & FOLLOW UP**

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- An Injury Incident Report Form must be completed for every participant that is injured during class, no matter how minor the injury. Submit the Injury Report Form to the Head Coach at the conclusion of training/competition. Ensure that all witness details available are recorded. Any questions relative to Injury Reports should be directed to the Head Coach. The Head Coach should enter details on the 'Injury Incident Database' and file original form in 'Injury Record File' within 24 hours. The original form must never be removed from the club premises. Information on the Injury Database will be utilised for Quarterly Reporting purposes for identifying injury prevention measures.