



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB INJURY MANAGEMENT POLICY

DOCUMENT NAME: Springwood Boys and Girls Injury Management Policy
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CONTROLLING BODY: Springwood Boys and Girls - Board of Management

In the event of an injury or other accident at Springwood Boys and Girls, or through use of Springwood Boy's and Girls' club services, the following steps will be followed:

1. IF AN ACCIDENT OCCURS

- 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 or most senior qualified First Aid personnel present to assess the nature of the injury and give directions regarding appropriate action.

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

- Review the participants Medical Details on their registration form and administer appropriate first aid. Gloves must be worn if blood is present;
- 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 suggest blame for the accident on anyone or anything; for example, equipment
- 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

- Review the participant's medical details on their registration form and follow correct First Aid protocol. 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.
- Coach stays with the participant and keeps them as calm and as comfortable as possible.
- Call an ambulance if injury is serious. Gain permission from parents if possible especially if injured person is under 18.
- Inform parents/emergency contact of the situation, trying not to alarm them unnecessarily
- 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.
- Coach calls the athlete or parent/guardian within 24 hours to follow-up on recovery progress of injury. (If coach is not able to do this, they may request another coach or committee member to make the follow up call.)
- Coach or Club Management provides information regarding insurance cover within 1 week of injury occurring.

4. ROLES & RESPONSIBILITIES

Coach

- Remain with participant until assistance is provided;
- Contact relevant emergency services
- When in communication with ambulance, provide details as requested.
- Talk to parent/guardian as soon as possible;
- Follow up with injured participant and parent/guardian'
- Complete Injury Report Form

First Aid Officer

- Provide support and assistance as most qualified first aider present;
- Review medical details on registration form and determine appropriate treatment response
- Complete any relevant sections of Injury Report Form

5. EMERGENCY CONTACTS

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 registration details for parent/guardian contacts.

6. ACCIDENT REPORTING & FOLLOW UP

An Injury Report Form must be completed for every participant that is injured during class, no matter how minor the injury. Place the Injury Report Form in the Injury Records Tray in the office as soon as possible. Ask witness to sign and confirm details. Any questions/issues related to Injury Reports

should be directed to the Head Coach or committee. Details are later recorded in the 'Injury Database' and filed. The original form must never be removed from the club premises.

Information on the Injury Database may be utilised for regular Reporting purposes for identifying injury prevention measures.