



First Aid Policy

16 October 2023

Document information

Title: First Aid Policy

Version: V1

Approved date:

Approver:

Owner: Sutherland District Basketball Association

Contact: General Manager

Review: Annually

Next Review: 16 October 2024

Related Documents and Forms: *Work Health and Safety Policy*

Related External Policies or Links: *Work Health and Safety Act 2011
Work Health and Safety Regulation 2017
Workers Compensation Act 1987
Workplace Injury Management and Workers Compensation Act 1998
Workers Compensation Regulation 2016*

Version	Amendment	Prepared by name, title, unit	Date	Records no.*
V1	New document	Leanne Walsh	16 October 2023	

* Records folder to contain final documents, drafts and any other documents that provide evidence for the development of the document.

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1. Purpose

To provide guidance on the management and provision of first aid services within Sutherland Basketball, ensuring that appropriate and effective first aid measures are available at all times in line with the 'Code of Practice: First Aid in the Workplace January 2020' provided by SafeWork NSW.

2. Scope

This policy applies to all employees, players, coaches, referees, volunteers, and visitors within Sutherland Basketball facilities or any location where Sutherland Basketball activities are conducted.

3. Responsibilities

- **Management:** To ensure adequate first aid facilities and trained personnel are available.
- **First Aid Officers:** To attend to injuries or illnesses using the training they have received.
- **All Staff & Participants:** Report any incidents, injuries, or hazards promptly.

4. First Aid Procedures

1. **Assessment:** On identifying an injured or ill person, first assess the situation ensuring safety for yourself, bystanders, and the affected individual.
2. **Call for Assistance:** If needed, call for a trained First Aid Officer or dial 000 for emergency services.
3. **Provide First Aid:** Within the limits of your training, provide first aid assistance.
4. **Record Keeping:** Document all incidents, injuries, or illnesses in the Incident and Injury Register.

5. First Aid Facilities

- **First Aid Kits:** Adequately stocked kits will be available in all main office, foyer, and kitchen. Kits will be inspected regularly and replenished as necessary.
- **First Aid Rooms:** If feasible and based on risk assessment, a designated first aid room will be available for treating injured or ill persons. In this case the Referees Room will be utilised.

6. Automated External Defibrillator (AED) Usage and Location

- **Location:** An Automated External Defibrillator (AED) is located in the foyer of Sutherland Basketball Stadium, near the administrative counter. Clear signage will be present to easily identify the AED location.

- **Usage:**
 1. **Assessment:** If someone is unconscious and not breathing or not breathing normally, call for help immediately and begin CPR. Ask someone to bring the AED.
 2. **Activation:** Turn on the AED. Follow the voice prompts.
Most AEDs will provide voice prompts to guide the user. If it does not please refer to the visuals on pad placement.
 3. **Application:** Expose the person's chest and apply the AED pads. Ensure pads are placed as shown in the diagrams on the AED or on the pad packaging.
 4. **Shock:** If the AED advises a shock, ensure no one is touching the person and then press the shock button.
 5. **CPR:** Continue with CPR as prompted by the AED.
 6. **Repeat:** Continue to follow the AED's voice prompts until emergency medical help arrives or the person begins to show signs of recovery.
- **Training:** All First Aid Officers will be trained in the use of the AED. General staff have receive awareness training about the AED's location and basic operation.
- **Maintenance:** The AED is regularly to ensure it's in working condition, with batteries and pads replaced as per manufacturer recommendations.

7. First Aid When Working at a Different Site

Preparation: Before any Sutherland Basketball activity takes place at an alternate site, a designated representative must ensure:

- Awareness of the location of the first aid facilities and equipment at the site.
- Knowledge about the onsite trained first aid personnel and how to contact them.
- A portable first aid kit accompanies any Sutherland Basketball team or staff moving to an alternate site.

Coordination with Site Management: Prior to activities, establish communication with the site's management or coordinating body to:

- Understand any site-specific first aid procedures or protocols.
- Inform them about our own trained first aid officers and the provisions we've brought along.
- Clarify any restricted areas or requirements related to emergency vehicle access, should there be a need.

Communication to Staff and Players: Before starting the activity at the different site:

- Inform all participants about the location of the first aid facilities.
- Point out trained first aid officers from both Sutherland Basketball and the alternate

site.

- Share relevant emergency contact numbers and evacuation routes, if applicable.
- Record-keeping and Incident Reporting: Any incidents that occur at an alternate site should be documented both in Sutherland Basketball's Incident and Injury Register and, if required, in the record-keeping system of the alternate site.

Post-Activity Review: After the completion of activities at an alternate site, a quick review should be conducted to:

- Address any first aid incidents that occurred and evaluate the response.
- Identify areas of improvement in coordination or communication.
- Provide feedback to the alternate site if necessary, for mutual improvement.

8. Record of Injury

In any instance that first aid is provided to any person, including staff, a record must be made using the electronic reporting system, Safety Culture, including the name of the person treated, the cause of the injury and what actions were undertaken.

9. Training

- **First Aid Officers:** Staff who have completed a nationally recognised first aid training course are referred to as First Aid Officers and will undergo refreshers as required.
- **General Staff:** staff without a nationally recognised first aid training course, will be provided with awareness training and will be made aware of the locations of first aid kits and first aid officers.

10. First Aid and CPR Recertification

In alignment with Australian standards and regulations:

- **First Aid Recertification (HLTAID003/HLTAID011):**
 - All First Aid Officers are required to renew their First Aid certification every three years.
 - As part of this recertification, they will undergo refresher training to ensure they remain updated with the latest first aid practices and procedures.
- **CPR Recertification (HLTAID001/HLTAID009):**
 - CPR skills are vital and can degrade over time. As such, all First Aid Officers and any other staff required to be trained in CPR will need to undergo recertification annually.
 - The recertification process will reinforce the knowledge and practical skills necessary to effectively administer CPR.
- **Ongoing Training:**

- It's recommended that all First Aid Officers and relevant staff regularly engage in non-accredited refresher activities or updates. This can include reading up-to-date first aid guidelines, attending workshops, or practicing skills.
- **Record Keeping:**
 - Sutherland Basketball will maintain a database or record system of all staff and their respective first aid and CPR certifications. This will ensure timely reminders for upcoming recertifications and confirm compliance with Australian standards.
- **Responsibilities:**
 - Individual First Aid Officers are responsible for keeping their certifications up-to-date. However, Sutherland Basketball will also provide reminders and facilitate training sessions as necessary to ensure compliance.

11. Communication

- **Signage:** Clear signs will indicate the location of first aid kits and first aid rooms.
- **Orientation:** All new staff, coaches, and players will be introduced to the first aid procedures and facilities as part of their induction.

12. Review and Continuous Improvement

- The policy will be reviewed annually and after any significant incident to ensure it remains relevant and effective.
- Feedback from staff, players, and first aid officers will be sought to drive improvements.

13. Reference

This policy has been created in accordance with the 'Code of Practice: First Aid in the Workplace January 2020' provided by SafeWork NSW.

14. Approval and Implementation

This policy was approved on 18 October 2023 by Adrian Dark, Business Manager, Sutherland District Basketball Association. All staff and stakeholders are expected to comply with this policy and related procedures.