



HEALTH, INJURY AND INCIDENT POLICY

First Aid and medical conditions

GGLAC is run entirely by parent volunteers. Apart from very basic first aid for minor injuries, GGLAC is not able to manage injuries or illness suffered by athletes. It is for this reason (as well as to supervise and assist athletes when competing, and before, after and between events) GGLAC insists on parents of athletes remaining with their children at all times.

GGLAC has an appropriately trained first aid officer at all home meets. This person is identified by a green first aid vest. Several other Committee members hold first aid qualifications and these are listed on the Committee contact list in the canteen. It is the duty of the first aid officer to maintain the first aid kit (See attachment 1 for recommended requirements in the first aid kit). It is acknowledged that some Children may be allergic to various medical preparations, adhesive plasters and antiseptic solutions. These allergies should be listed on the athlete's registration form. The first aid kit is located in the canteen during all home meets and training sessions.

It is quite normal for athletes who may have medical conditions, for instance asthma and epilepsy, to compete in little athletics. If a child has a medical condition which may require urgent treatment or medication (e.g. asthma, bee sting allergy), it is the parent/guardians responsibility to notify our Registrar at the time of registration. The athletes or the parent/guardian are required to take responsibility for management of the medical condition and have the necessary medication available at all home and away meets. Refer also to the SALAA Asthma policy.

Treatment and recording

If your child requires treatment for an injury or medication for any medical condition, it is the responsibility of the parent/guardian to seek or supply such medication/treatment as necessary. All injuries, no matter how trivial, should be reported on the day of occurrence to our first aid officer, who will record the injury on the injury report form (see attachment 2) and assist with the treatment as necessary.

Any injuries or accidents that may be subject to immediate claims through the Associations Insurance Policy, will be fully detailed on the Track and Field Injury Reporting Form (see attachment 3) or the Incident Report Form (see attachment 4). SALAA will be notified as soon as practicable. The appropriate Insurance Claim forms will then be completed by the first aid officer in conjunction with the President, the Secretary and the injured party once they have been received from SALAA.

Blood and bodily fluids

Members and athletes need to report bleeding injuries as soon as possible. Disposable gloves are available and always worn by a person working with bodily fluids. Mouth pieces, resuscitation bags, and other ventilation devices are in the first aid kit and available for use. If bleeding occurs during competition or practice, the wound should be covered with a closed to the air dressing (occlusive) as soon as possible. Any Clothing or equipment covered in blood is to be changed, before the athlete returns to competition. If the athlete is able to continue competing, dressings should be suitable to withstand the demands of competition.

Safe disposal of waste

GGLAC has a biohazard kit containing safety gloves, tongs, and solid plastic biohazard container for the disposal of all medical waste. If an item such as a syringe is found, when examining the venue prior to activities, it should not be picked up by hand. The biohazard container should be taken to the syringe and tongs need to be used to place it in the container. At the end of the season the biohazard container will be taken to a local chemist for correct disposal.

Review

This policy will be reviewed annually by the Committee.

Policy last reviewed without change: Feb 2020

Date for next review: Feb 2021

Attachment 1

RECOMMENDED REQUIREMENTS OF A FIRST AID KIT

- First Aid Manual
- Large and medium sized sterile wound dressings
- 1 x 25mm roll of hypo-allergenic tape (Micropore Tape.)
- 30ml plastic ampoule of saline for cleaning wounds
- Pair of blunt/sharp ended scissors
- Anti-irritant solution for bites & stings
- Antiseptic solution swabs (single use)
- Assorted roller bandages (50mm & 75mm)
- Sterile combine dressings
- Assorted safety pins
- Sterile non-adherent dressings
- Band-Aids
- Sterile packets of tulle gauze dressing to be used for cleaning around wounds, not used as a dressing
- Betadine swabs (single use)
- Cold pack/ice pack
- Triangular bandages/sling
- Disposable gloves (prefer gloves with NO latex eg: Kimberley-Clark, many are allergic to latex.)
- Tubular-gauze finger dressing set
- Eye pads
- Eye wash container a small cup that fits over the eye, when filled with water it help rinse the eye.
- Tweezers
- Kidney dish
- Various sized adhesive dressing strips

(Taken from the SALAA risk management plan 2014)

Attachment 3

SALAA INCIDENT REPORT FORM

To be used to record details of incidents

Date: _____

Person/s Involved: (Please complete as applicable i.e. Centre, Age, Position)

Name:	(1) _____	(2) _____	
Centre:	(1) _____	(2) _____	
Age:	(1) _____	(2) _____	
Position:	(1) _____	(2) _____	
Name:	(3) _____	(4) _____	
Centre:	(3) _____	(4) _____	
Age:	(3) _____	(4) _____	
Position:	(3) _____	(4) _____	

Details of Incident:

Other Relevant Information:

Witnessed by (name): _____

Phone: _____

Parent / Guardian Notified			
Time: _____		Date: _____	
YES	NO	N/A	
Comments			
Parent / Guardian Notified			
Time: _____		Date: _____	
YES	NO	N/A	
Comments			

Report completed by :

(Taken from SALAA risk management policy 2014)

Attachment 4
SALAA FIRST AID/INCIDENT RECORD SHEET

CENTRE _____

Date: _____

First Name: _____ Surname: _____ Gender: _____

Date of Birth: _____ Age Group: _____

Injury/Accident/Medical: _____

Location: _____ Event: _____

Treatment: _____

Date: _____

First Name: _____ Surname: _____ Gender: _____

Date of Birth: _____ Age Group: _____

Injury/Accident/Medical: _____

Location: _____ Event: _____

Treatment: _____

(Taken from SALAA administration file 2014)