



Policy Document

Injury Policy

Policy Purpose and Scope

BTYC has developed this policy to provide practical guidance for managers and coaches to implement a process that will provide timely access to first aid for activities undertaken during the course of work at BTYC Gymnastics. BTYC is committed to providing a first aid service which satisfies the obligation to its staff, coaches, members and visitors. This policy and its associate procedures specify minimum requirements for the provision of first aid services, including first aid personnel and their training, first aid equipment and facilities.

Policy Description

1. Any injury that occurs in the Gym must have an injury report form completed regardless of the severity of the incident.
2. All injury statistics and major instances are reviewed monthly, by the General Manager and Committee of Management
3. Monthly review on accident records must be undertaken to ascertain problem areas and trends.

Injury Management

We encourage the athletes that are involved to participate in safe practices and educate those who are considering participation in our sport that there are risks involved, but that we strive to supply every available safe precaution in place to help reduce the risks of injuries. Please follow the Injury SOP below for any accidents that may occur.

Please note: All staff at BTYC must hold a current valid first aid and CPR certificate.

Policy Implementation

Responsibilities

BTYC Management

- Ensure a first aid assessment as per the Code of Practice for First Aid in the Workplace is undertaken
- Provide training for staff
- Ensure first aid kits are provided and maintained
- Provide employees with practical instructions in the location of first aid kits, and procedures to be followed when first aid is required

- The provision of a service for emergency treatment of injury or illness within their competencies
- Arranging prompt and appropriate referral for patients who require further treatment
Record first aid treatment on the injury Report Form found on the ipads
- Notify office staff of maintenance of first aid facilities, including first aid equipment and checking and restocking first aid kit

OH&S Coordinator

- Maintain a register of occupational workplace first aid officers
- Co-ordinate advice and assistance in relation to conducting first aid assessments as per the First Aid Code of Practice.
- Co-ordinate review of this procedure

BTYC First Aid Officers

BTYC coaches have the responsibility of ensuring they are suitably qualified to treat minor injuries at BTYC whilst coaching. BTYC will ensure there are sufficient First Aid personnel for all areas with consideration given to on and off hours requirements, and events held at BTYC.

A first aid in the Workplace certificate will last three years if an annual Cardiopulmonary Resuscitation (CPR) training session is undertaken.

First Aid Kits

The nominated workplace first aid officer shall be responsible for maintaining the contents of the first aid kit.

The Container

The first aid kit container should be prominently displayed easily recognized with a white cross on a green background, accessible and the contents protected against dust and damage. The first aid kits should not be locked.

Signage

The location of each kit shall be signposted.

The Contents

Contents shall be supplied in quantities appropriate to the work area and be reviewed and maintained on a regular basis by the first aiders. A listing detailing the contents of the kit as per the assessment will be kept inside the kit for re-ordering purposes.

Additional Modules

- Where risks or hazards have been identified during the first aid assessment, additional modules may be required in the first aid kit. First aiders must be trained in the use of these additional modules.

Recording Reporting and Confidentiality

First aiders must record all first aid treatment on the "Incident/Injury Report Form". If BTYC or first aiders have been advised that persons in their workplace have medical conditions they are required to treat such information in the utmost confidence. Such information may only be revealed to the appropriate personnel, should a medical emergency occur.

Operating Procedure

1. **Major incident** - Contact emergency services and continue with first aid until they arrive, ensure someone contacts the parents/guardian, complete injury report
2. **Minor incident** – Perform first aid and ensure parents are made aware of the incident when collecting child, complete injury report
3. **Very minor** – (eg: scratches, existing injury from before class) complete injury report
4. **Follow up** – with child/parents to ascertain progress after the injury