



# Northern Districts Gymnastic Club Inc

1 / 5 Whipple St, Balcatta, WA, 6021  
Ph.: 08 92406861  
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Email: [info@ndgc.org.au](mailto:info@ndgc.org.au)  
Web Site: [www.ndgc.org.au](http://www.ndgc.org.au)

## Occupational Health and Safety

Policy Title:	<b>FIRST AID POLICY</b>
Policy Number:	<b>POLOSH 05</b>
Date of issue:	<b>19<sup>th</sup> September 2011</b>
Controlling Body	<b>NDGC Board of Management</b>

### **1.0 POLICY STATEMENT**

First aid is the initial care of the ill or injured. The aims of first aid are to prevent dangerous incidents occurring, to preserve life, to stabilise the casualty's condition, to promote recovery and to protect and comfort the ill or injured.

#### **1.1 Purpose**

Northern Districts Gymnastic Club Inc acknowledges its responsibilities and is committed to managing health and safety for its staff, members, athletes, volunteers and visitors.

Northern Districts Gymnastic Club Inc is responsible for ensuring that each program / service is provided with sufficient first aid and personnel.

#### **1.2 Policy Coverage**

This policy applies to all staff, visitors, volunteers, members and athletes at NDGC.

#### **1.3 Injury Report Form**

The Injury Report Form insures there is an accurate record of the reported symptoms and is used any time an injury is sustained. The details reflect the facts surrounding the injury.

### **2.0 APPLICATION**

#### **2.1 Requirements**

- Whenever Northern Districts Gymnastic Club Inc is conducting a session or a service program a staff member with first aid training will be on the training gym floor.
- All staff are required to hand in a copy of their first aid certificate with their staff profile sheet.
- A list of staff that is first aid trained will be compiled and placed near the first aid box at the front of the training gym and near the reception desk first aid kit.
- First aid boxes will be checked and updated at the beginning of each term.
- If a gymnast should become ill or injure him / her self during training, they must inform their coach immediately.
- Members of staff that are not first aid trained are not to administer first aid.
- First aid trained staff will treat the person, but will not make any diagnosis other than the obvious.



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## **3.0 RESPONSIBILITIES**

### **3.1 Coach / Staff Member**

- Follow the injury procedures.
- Remain with participant until assistance is provided.
- Make contact with relevant emergency services.
- When in communication with ambulance, provide details regarding the nature of the injury, the address and phone number you are calling from and address where injured party is.
- Talk to parent/guardian as soon as possible.
- Complete relevant sections of Injury Report Form by the completion of the class.
- Follow up with injured participant and parent/guardian.

### **3.2 First Aid Officer**

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

### **3.3 Manager**

- The manager should enter details on the 'Accident Database' and file original form in 'Accident Record File' within 48 hours.
- A quarterly report for identifying injury prevention measures to be given to the NDGC Board and Head Coach.
- Ensure that adequate funds are provided for stocking first aid boxes and for first aid courses.

## **4.0 FIRST AID EQUIPMENT**

First aid equipment can be found in the following area;

1. Dust proof cabinet at the front of the training gym, near the first side door.
2. Dust proof cabinet at the back of the training gym, near the kindy gym store room.
3. Portable sports first aid kit under the reception desk.

## **5.0 ACCIDENT REPORTING & FOLLOW UP**

1. An Injury Report Form must be completed for every participant that is injured during class, no matter how minor the injury.
2. Submit the Injury Report Form to the Manager at the conclusion of training/competition.
3. Ensure that all witness details available are recorded. Place the form in the manager's Inbox.
4. Any questions relative to Injury Reports should be directed to the manager.

First Aid Policy  
Date of first issue: 2002

Responsible Officer: Business Manager, NDGC  
Date of last review: Feb 2016

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Date of next review: 2017

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



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5. The manager should enter details on the 'Accident Database' and file the original form in 'Accident Record File' within 48 hours.
6. The original form must never be removed from Northern Districts Gymnastic Club Inc.
7. Information on the Accident Database will be utilised for quarterly reporting purposes for identifying injury prevention measures.

## **7.0 RELATED POLICIES, PROCEDURES & FORMS**

Injury Procedure  
Injury Procedure Chart  
Injury Report Form  
Incident Report Form  
Incident Procedure  
Analysis – Injury Report Template

## **7.0 POLICY IS REQUIRED TO BE PUBLISHED IN**

1. Website
2. Staff and Board Handbook