

# Injury Policy

## 1. Policy Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

In the event of an injury or other accident at NDGC, or using the Club's services, the steps outlined in this policy will be followed.

## 2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
2	December 2021	15/12/2021	Updated formatting and appendix, plus the inclusion of return to training principles.
3	16/11/2022	16/11/2022	Policy reviewed.

## 3. Policy Scope

This policy applies to all NDGC members, athletes, participants, coaches, officials, administrative staff and volunteers.

## 4. First Aid Principles

### 4.1. The aims of first aid are to:

- Promote a safe environment.
- Preserve life.
- Prevent injury or illness from becoming worse.
- Help promote recovery.
- Provide comfort to the ill or injured.

### 4.2. A First Aider should:

- Assess the situation quickly.
- Identify the nature of the injury or illness as fast as possible.
- Arrange for emergency services to attend (if required).
- Manage the participant promptly and appropriately.
- Stay with the participant until handing over to emergency services (if required) or parents/guardian.
- Give further help if necessary.
- Ask for help from any other qualified first aiders.

**Policy title:** Injury Policy

**Responsible Officer/Department:** Human Resources & Child Safety

**Date of last review:** November 2022

**Date of next review:** July 2023

## 5. Injury Procedure

### 5.1. If an Accident or Injury Occurs

- Stop the class and prevent any injured participants from moving or being harmed by further activity.
- Ensure the rest of the class is safe. Give responsibility for your group to another coach (if required) and stay with the injured person to assess what happened.
- Request assistance from the First Aid Officer (most senior qualified First Aid person) to assess the nature of the injury and give directions regarding treatment.
- Talk to the participant to ascertain what happened:
  - 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?

### 5.2. In the event of a minor injury

- Administer first aid. If there is blood or any other fluid, gloves must be worn.
- Review the participants medical form/notes.
- Notify the parent/guardian at the conclusion of the class, or if required as soon as possible
  - If the athlete is unable to return to class within 30 minutes of the incident, the parent must be contacted informing them of the injury
  - When talking to a parent/guardian, do not make any diagnosis other than the obvious (e.g., Jane hurt her leg), and do not accept or place blame on anyone or anything.
- Coach to complete an injury report form and provide the original to the Competitive Programs Manager.
- Coach to follow up with the athlete or parent/guardian within 24-48 hours of the injury occurring and inform the Competitive Programs Manager.

### 5.3. In the event of a major injury

- Administer first aid and follow the principles of DRABCD.
- If there is a suspected neck or spinal injury, do not move the participant unless there is a risk to life (falling debris, fire and explosion). *Follow the NDGC Head Injury Assessment and Head Injury and Concussion Policy.*
- Stay with the participant and keep them as calm and comfortable as possible.
- Review the participants medical form/notes.
- If required, contact 000 for an ambulance.

- Telephone the parents/emergency contact and inform them of the situation as promptly as possible.
  - When talking to a parent/guardian, do not make any diagnosis other than the obvious (e.g., Jane hurt her leg), and do not accept or place blame on anyone or anything.
- Coach to complete an injury report form and provide the original to the Competitive Programs Manager.
- Coach to follow up with the athlete or parent/guardian within 24 hours of the injury occurring.
- Competitive Programs Manager to follow up with parents/guardian within 24 hours of receiving the injury report form and to also discuss insurance claims (if required).
- If an ambulance is called, Management to email communication to members (as required).

## 6. Reporting and follow up

- An Injury Report Form must be completed for every participant that is injured whilst in the NDGC facility.
- The Injury Report Form must be submitted to the Competitive Programs Manager at the conclusion of the class.
- Competitive Programs Manager to assess Injury Report Form and file in accordance with Best Practice Principles.
- The participants coach should follow up with the parent/guardian of the injured participant within 24-48 hours.
- The Competitive Programs Manager should follow up with the parent/guardian of the injured participant in the case of a major injury, providing insurance information as required.

## 7. Roles and Responsibilities

### 7.1. Coach or Staff Member

- Remain with participant until assistance is provided.
- Contact emergency services (if required).
- Contact parent/guardian (either immediately after contacting ambulance or within 30 minutes if the participant cannot return to training).
- Complete the Injury Report Form.
- Follow up with the injured participant or parent/guardian.

### 7.2. First Aid Officer (May also be the coach)

- Provide first aid/assistance to the injured participant.
- Review medical form and determine appropriate treatment/management.
- Contact emergency services (if required).
- Assist in the completion of the Injury Report Form.

### 7.3. Competitive Programs Manager

- Review the Injury Report Form.
- Discuss the injury/incident with the coach.
- Follow up with the injured participant (in the event of a major injury) and provide insurance information.
- File the Injury Report Form in accordance with best practice principles.
- In the event the injury report infers that a duty of care and a risk management matter, the Competitive Programs Manager will investigate further with the General Manager.
- If required, the Competitive Programs Manager will collate all necessary paperwork and provide these to the parent, if they wish to lodge a claim through Marsh Advantage Insurance.

## 8. Return to training following an injury

### 8.1. Returning to training from no training

- A Medical Certificate or letter from a doctor or treating practitioner advising training can recommence must be provided prior to returning to training.
- Coaches and Parents will agree on modified hours.
- Administration will be advised of any changes from no training to modified hours and fees will commence.
- Coaches will work closely with the Parent and Athlete on their physical and mental wellness and make recommendations accordingly.

### 8.2. Moving from modified training to full training

- A Medical Certificate or letter from a Doctor or treating practitioner advising training can return to full training must be provided prior to returning to training.
- Gymsport Program Manager will advise Administration and fees will be adjusted accordingly back to full fees.

### 8.3. Return to training following a head injury or concussion

- Return to training principles following a head injury or concussion will follow the procedures outlined in the *NDGC Head Injury and Concussion Policy*.

## 9. Emergency Contact Numbers

- Ambulance, Fire and Police (emergency only): 000
- Police (non-urgent): 131 444
- State Emergency Services (SES): 132 500
- WA Poisons Information Centre: 13 11 26

## 10. Related Policies, Procedures and Forms

- Injury Report Form
- NDGC Head Injury and Concussion Policy
- NDGC Modified Training Hours Policy

**Policy title:** Injury Policy

**Responsible Officer/Department:** Human Resources & Child Safety

**Date of last review:** November 2022

**Date of next review:** July 2023

## 11. Appendix

- Appendix 1.0: Wong-Baker Facial Grimace Scale

## 12. Additions and Changes to Policy

Recommended changes to this policy may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

## 13. Confidentiality and Reporting

Breaches of this policy must be reported to NDGC within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.

## Appendix 1.0: Wong-Baker Facial Grimace Scale

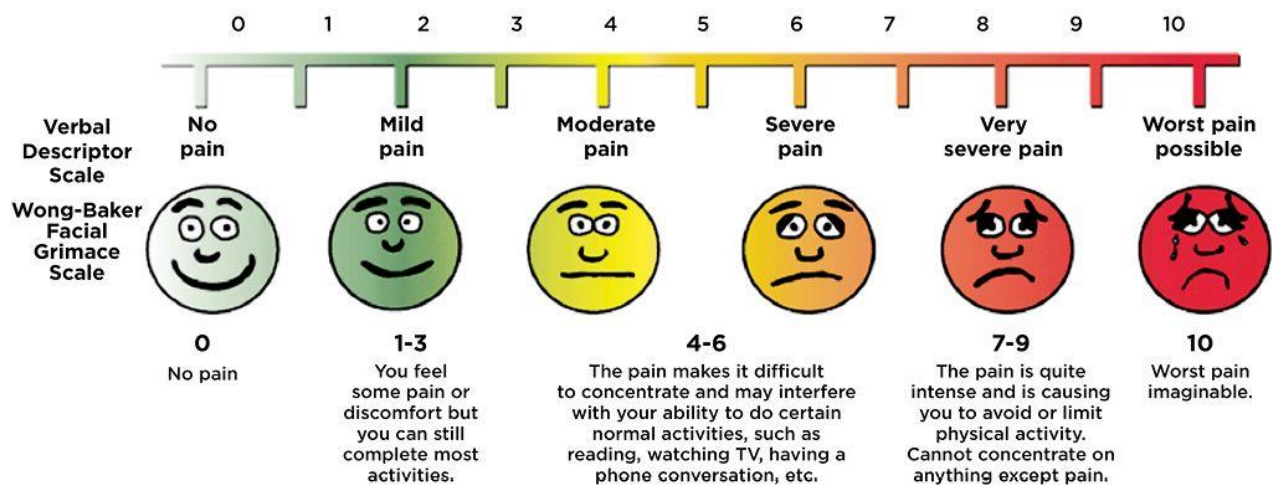


Figure 1: Wong-Baker Faces Pain Rating Scale.

### Instructions

Explain to the child that each face is for a person who feels happy because he has no pain (hurt) or sad because he has some or a lot of pain.

- 0 No pain at all. No hurt
- 1 – 3 You feel some pain or discomfort, but you can still complete most activities. Hurts little bit.
- 4 – 6 The pain makes it difficult to concentrate. Hurts even more.
- 7 – 9 The pain is quite intense. Hurts a whole lot.
- 10 Worst pain imaginable. Hurts worst.

Ask the child to choose the face that best describes how he/she is feeling.

Reference: Hockenberry MJ, Wilson D, Winkelstein ML: *Wong's Essentials of Pediatric Nursing*, ed, 7, St Louis, 2005 p.1259.