



Seacombe Softball Club

First Aid Procedure

Version 1 created July 2014

Version 2 updated November 2017

Responsibility

It is the responsibility of the Club President to ensure that:

- adequate and appropriate first aid facilities are provided;
- appropriate and adequate training is arranged for First Aid Officers;
- First Aid Officers' training is up to date and their certificates current.

It is the responsibility of First Aid Officers to:

- inspect and maintain first aid facilities;
- in the case of an injury or illness, assess if medical assistance is required;
- administer appropriate first aid in accordance with their training;
- maintain first aid records as outlined in this procedure;
- maintain confidentiality with regard to information obtained as part of their role.

PROCEDURES

First Aid Officers

Each Team at a minimum is to have a nominated Qualified First Aider

A copy of the First Aid Officers' qualifications are to be kept on their personnel file.

First aid facilities

Each team will have a fully stocked and current First Aid Kit

First aid kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The first aid kit should be inspected by a First Aid Officer on a regular basis and at the beginning and end of each season. The first aid facilities checklist must be completed and filed by the First Aid Officer following each inspection.

The First Aid Officer must notify the Committee if stock needs to be replenished. The Committee will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.

First aid treatment

If a person requires first aid treatment the nearest First Aid Officer must be contacted to administer such treatment.

The First Aid Officer must record the following information:

- name and location of person;
- type of injury, if known;
- assistance provided (as below);
- urgency of matter; and
- determination if another First Aid Officer is required.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine the appropriate transport. The First Aid Officer will ask the sick/injured parent to arrange the transport.

First aid records

When using supplies from the first aid kit the 'First Aid Kit Log Book' must be completed. The log book is to be kept inside the first aid kit. The following details must be entered into the log:

- date and time;
- name of injured person;
- nature of injury/illness;
- treatment provided;
- supplies used;
- name of attending First Aid Officer.

Policy Review

This policy will be reviewed regularly to ensure it remains relevant, practical and that it reflects the Club's expectations and legal requirements.

Policy last reviewed on November 2017

Name

Club President

Signature

Date

Name

Club Secretary

Signature

Date