



Drouin Dragons Soccer Club (DDSC)

First Aid Policy & Procedure

Version	Date	Author	Review
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Purpose

To guide DDSC members and volunteers in the achievement of WHS compliance, duty of care, and the development of consistent practice in the planning, delivery and administration of appropriate first aid.

Application

The First Aid Policy and Procedure applies to all volunteers and members at DDSC as well as the General and Executive Committees.

Definitions

DDSC	Drouin Dragons Soccer Club
First Aid Coordinator	<p>The First Aid Coordinator is an appointed volunteer position at DDSC. They must hold a valid First Aid Certificate and provide a copy of their First Aid Certificate to DDSC.</p> <p>The responsibilities of this role are detailed in a separate position description but in general, the volunteer coordinator is responsible for:</p> <ul style="list-style-type: none"> - maintaining the First Aid Room and equipment - supply and restocking of first aid kits - recruitment and support of First Aid Officers - providing coaches with player medical information - first aid record management
First Aid Officer	<p>First Aid Officers nominate themselves to volunteer when registering players on Majestri. They must hold a valid First Aid Certificate and provide a copy of their First Aid Certificate to DDSC.</p> <p>A First Aid Officer will report to the First Aid Coordinator and the Executive Committee, when a First Aid Coordinator is not available. They are authorised to enter the pitch during competition to provide first aid when a Referee allows.</p> <p>A First Aid Officer will be required to complete a First Aid Treatment Form after providing first aid to any person at DDSC.</p>
First Aid Room	The First Aid Room is located in the Bellbird Park East Pavilion and has first aid facilities and equipment available during training and on competition days. The First Aid Coordinator is responsible for maintaining the First Aid Room in line with the WorkSafe Victoria - First aid in the workplace compliance code.
First Aid Kit/Equipment	First Aid Kits/Equipment are provided to each coach/team in their Game Day Bag and also located in the First Aid Room. They should be stocked and maintained in line with the WorkSafe Victoria - First aid in the workplace compliance code.
Duty of Care	Duty of Care in First Aid is the legal responsibility to look after a person when they are injured or ill. When any club representative (or member of the public) chooses to provide first aid assistance, a duty of care begins.
GSL	Gippsland Soccer League
WHS	Work Health & Safety

Policy Statement

DDSC is committed to keeping all people associated with the club safe and to managing any accidents, injury, or illness to a person in a manner which minimises harm to individuals until they recover, or more advanced care is provided.

Whilst First Aid Coordinators, Officers, Rooms and Equipment may be available and maintained at DDSC and Bellbird Park East Pavilion, DDSC does not make assurances that a First Aid Volunteer or specific first aid equipment shall be available whenever teams train or play games (except a stretcher, in line with GSL rules). The club's position is that members train and play at their own risk, and with children under the age of 18 years, the primary duty of care rests with the parents/caregivers.

DDSC Volunteers will attempt to their best ability to ensure equipment and pitches are safe and fit for purpose.

Procedure

- DDSC will provide first aid in line with the GSL Rules of Competition
- DDSC will provide a suitable stretcher for first aid/emergency use on competition days and training evenings
- DDSC will advise the ambulance service of the best entry strategy to the Bellbird Park East Pavilion, and deploy personnel to guide the attending ambulance to the gateway and location of the injured person
- DDSC will provide unobstructed access to the pitches for ambulance attendance
- On competition days, no person may enter the field of play for the purpose of rendering first aid or medical assistance until summoned by the officiating referee. Officials found guilty by the GSL of breaching this rule shall be subject to penalties as the GSL sees fit.
- DDSC aims to have a First Aid Coordinator, first aid room, first aid kits/equipment, and adequately trained volunteers (First Aid Officers) available for competition and training
- DDSC or the First Aid Coordinator will maintain a record of First Aid Officers willing to support the Club and the team with which they are associated
- DDSC or the First Aid Coordinator will replenish first aid kits, ice packs, and sunscreen prior to season commencement and replace any items out of date
- Each coach/team is provided with a First Aid Kit that is stored in their Game Day Bag.
- In the case of an accident occurring where the First Aid Coordinator or other trained First Aid Officers or parents/caregivers are not present, DDSC representatives will act on the side of caution and will seek medical assistance, or ambulance support

First Aid Coordinator

A volunteer shall be sought each year for the role of First Aid Coordinator. The exact responsibilities of this role are detailed in a separate position description. The Coordinator oversees the:

- Maintenance of the first aid room and equipment.
- Supply and restocking of first aid kits (Kits should be checked quarterly and after every event requiring first aid) **See Appendix 1 and 2.**
- Supply of emergency medical information of players to coaches.
- Recruitment and support of First Aid Officers.
- Ensuring the certification of First Aid Officers is valid and in date.
- Appropriate documentation of first aid incidents and maintaining first aid/incident records.

This is an administrative role. The First Aid Coordinator is not expected to have specialist medical or first aid expertise or be capable of providing a higher level of first aid care as any First Aid Officer.

First Aid Officers

When players aged 17 or below are being enrolled on Majestri, their parents/guardians shall be invited to nominate for a voluntary role within the club. One of these is the role of First Aid Officer.

Individuals who have nominated for the role of First Aid Officer shall be contacted by DDSC or the First Aid Coordinator before the start of each season to identify what relevant qualifications or first aid certificates they may hold that are valid and in date. If successful in this role, First Aid Officers will be asked to provide a copy of their qualification for DDSC records while volunteering in this position.

A First Aid Officer will report to the DDSC Executive committee and the First Aid Coordinator and is responsible for providing first aid when needed during training or competition. They are authorised to enter the pitch during competition to provide first aid only when summoned by the officiating referee. A First Aid Officer will be required to complete a First Aid Treatment Form after providing first aid to any person at DDSC.

First Aid Training

As a minimum, DDSC will ensure First Aid Officers hold a nationally recognised statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit of competency **HLTAID011 Provide First Aid**, or a course providing equivalent skills.

First Aid Duty of Care

Duty of Care in First Aid is the legal responsibility to look after a person when they are injured or ill. When any club representative (or member of the public) chooses to provide first aid assistance, a duty of care begins. In the context of club activities, this duty of care would continue until one of the following occurs:

1. The injured person recovers and no longer needs help
2. A parent/carer indicates that they shall take over the provision of care.
3. A paramedic or other medical professional takes over.

First Aid Room and First Aid Kits/Equipment

The First Aid Room is located in the Bellbird Park East Pavilion and has first aid facilities and equipment available during training and on competition days. DDSC and the First Aid Coordinator are responsible for maintaining the First Aid Room in line with the WorkSafe Victoria - First aid in the workplace compliance code.

First Aid Kits/Equipment are provided to each coach/team in their Game Day Bag and also in the First Aid Room. They should be stocked and maintained in line with the WorkSafe Victoria - First aid in the workplace compliance code, **See Appendix 1 and 2**.

- Each first aid kit should contain a list of first aid contents, review dates, and emergency contact numbers.
- Kits should be checked quarterly and after every event requiring first aid.

Other first aid kits can be located at:

- DDSC Kitchen
- DDSC Bar
- DDSC Canteen

Automated external defibrillators (AEDs)

An AED is used for an unresponsive person who is not breathing normally (no obvious breathing or only occasional gasping breaths). This is called a cardiac arrest.

The AED analyses the person's heart rhythm. If a rapid, chaotic heart rhythm is detected (fibrillation), the AED will deliver an electric shock to reset the heart. More than one shock may be required.

Always give CPR while waiting for an AED. The AED provides the operator with guidance including pausing CPR during analysis and when to recommence CPR. An AED will not deliver a shock when not needed. It is important to act quickly. There is only a limited period during which a heartbeat can be restored. Early defibrillation dramatically increases the chance of survival from cardiac arrest.

AEDs should be easy to access. The AED at DDSC is located in the First Aid Room.

DDSC should register their AED with Ambulance Victoria (registermyaed.ambulance.vic.gov.au) which links AEDs in the community with people who urgently need them. It also alerts the ambulance call taker to the presence of an AED allowing the call taker to give instructions and support before an ambulance arrives.

First Aid Treatment and Administration of Medications

First Aid Treatment Consent

The medical form requests that parents/carers provide consent for players to receive first aid treatment. In the case of serious injury or a medical emergency where either a parent or guardian is not present, the member grants permission to the coach, team manager or other members of DDSC to seek and obtain medical treatment or hospitalisation.

Implied consent

In the case where a member (or their parent/carer) has failed to return the form and neither a parent nor guardian is present, and there is serious injury or a medical emergency, consent is implied and the member grants permission to the coach, team manager or another appropriate member of DDSC to seek and obtain medical treatment or hospitalisation.

Consent is also implied if a patient is physically unable to speak due to their injuries or lack of consciousness.

Patient Consent

People have the right to withhold consent to be treated. Should this ever occur, the First Aid Officer should, in general, not touch the player but could provide them access to first aid supplies and equipment. In practice, this is unlikely to arise with younger players, but an older player may elect to treat themselves and have the right to insist on this.

Consent to meet the costs of treatment

Members agree to meet all medical expenses for urgent medical attention which is required and is not covered by the insurance policy held by Gow Gates.

Members acknowledge that the insurance policies held by Gow Gates may not cover all costs, any shortfall in the cost of obtaining urgent and/or continuing medical treatment shall be borne by the injured person.

Concussion Guidelines

During training or a match, if a player's head is impacted at any time, remove the player from the activity and assess for concussion.

The impact could be from a ball, another player, hitting the ground or any hard surface.

Signs of Concussion to look out for:

- loss of consciousness
- lying motionless, slow to get up
- seizure and tonic posturing
- confusion, disorientation
- memory impairment
- balance disturbance, motor incoordination
- nausea or vomiting
- headache or pressure in the head
- vision or hearing disturbances
- dazed, blank, or vacant stare
- behaviour or emotional changes
- falling unprotected to the playing surface
- facial injury

If there are mild signs of concussion, provide the player (or parent) with an information sheet and direct them to seek medical assessment. They will need to provide a medical certificate for clearance to return to play.

Red Flags - immediate referral to emergency department include:

- neck pain
- increasing confusion, agitation or irritability
- repeated vomiting
- seizure or convulsion
- weakness, tingling or burning in arms or legs
- deteriorating conscious state
- severe or increasing headache
- unusual behavioural changes
- double or loss of vision
- visible deformity of the skull
- loss of consciousness

If you notice any of the above red flags, seek immediate medical attention.

If there are no signs of concussion:

- player can return to activity (get parent permission if child is under 18)
- monitor the player, and if any signs appear, reassess
- send the player home with a concussion information sheet

Concussion information sheets can be provided by the DDSC Secretary or go to

<https://www.concussioninsport.gov.au/>

Administration of Medications

In general, administering scheduled medications needs to be managed by a registered health professional. However, in providing first aid, it may be appropriate for a First Aid Officer in certain circumstances to:

- assist a patient with taking their medication (such as an asthma inhaler)
- assist a patient to take, or administer a medicine to a patient, in line with their first aid training or on the instruction of a registered health professional or Ambulance Victoria (for example, giving an adrenaline (epinephrine) auto-injector in anaphylaxis).

First Aid Officers are not expected to know members or other persons medical conditions.

DDSC members and volunteers who require prescribed or over-the-counter medicines should carry their own medicines for personal use as needed.

Medications in first aid kits

DDSC will consider the advice on medications in first aid kits from WorkSafe Victoria as follows:

- Employers should consider including an asthma-relieving inhaler and a spacer to treat asthma attacks and adrenaline (epinephrine) auto-injector for the treatment of anaphylaxis (commonly known as an EpiPen). These should be stored according to the manufacturers' instructions and be replaced when they reach their expiry date.
- Employers should also consider including 300 mg of dissolvable aspirin in the first aid kit for the treatment of chest pain, to be administered on the instruction of Ambulance Victoria or a registered health professional.
- Where the employer considers it necessary, mild analgesics can be included in the first aid kit with appropriate controls on access. This can include paracetamol or similar agents that are available for unrestricted purchase. These medications should be used in accordance with the instructions on the package.

First Aid Infection control process

Hand hygiene

Performing hand hygiene before and after administering first aid is essential.

Hand hygiene means:

- washing hands with soap and water for at least 20 seconds, then drying them with single-use towels,
- applying alcohol-based hand sanitiser.

Appropriate use of PPE

Use appropriate PPE (such as disposable nitrile gloves, protective eyewear and protective clothing) whenever exposure to blood or body substances or fluids is likely or where moist surfaces occur. Resuscitation face masks or shields with a one-way valve will be made available for use by people who provide CPR.

Blood and body substances or fluids

Wash with soap and water any part of the body that encounters blood or body substances or fluids immediately after exposure. Flush eyes and mouth with clean water. Using appropriate preventative measures, carefully clean up spilt blood and then clean surfaces with disinfectant.

Respiratory hygiene and cough etiquette

Cover the nose / mouth with disposable single use tissues when coughing, sneezing, wiping and blowing noses. Dispose of tissues in the nearest bin after use. If no tissues are available, cough into the inner elbow rather than the hand. Practise hand hygiene after contact with respiratory secretions.

Safe disposal of sharps

Sharps (e.g. needles and syringes) are a major cause of incidents involving potential exposure to hepatitis B, hepatitis C and HIV. It is not the role of a first aid officer to dispose of these items. The person who uses a sharp need to be responsible for its safe disposal.

Sharps need to be handled with care. They should not be bent, broken or re-sheathed, as these unsafe practices are common causes of sharps' injuries. Sharps need to be disposed of in a puncture resistant sharps container, a sharps container is located in the First Aid Room.

Linen and disposable items

All items that are soiled with blood or body substances or fluids need to be considered infectious waste and placed in suitably labelled bags and tied securely and disposed of safely. Hand hygiene needs to be performed afterwards.

Cleaning reusable items in the first aid room

Thorough cleaning of all reusable items needs to start as soon as practicable after use. Disposable nitrile gloves need to be worn during cleaning and care needs to be taken to avoid eye splashes. Wipe reusable items clean first and then wash with warm water and detergent. After cleaning, reusable items need to be rinsed in clean water and dried before storing.

First Aid Record Management

Members are required to disclose any medical condition which could have an impact on them personally or any other member of the Club. Disclosures are to be made via the registration form on Majestri. Members are required to inform their coach and team manager of any medical condition that requires a specific medical action plan.

Medical information is to be provided by the First Aid Coordinator and retained securely by the Coach/Team Manager and disclosed to other parties only where there is a legitimate operational requirement to do so. Team officials are required to maintain the confidentiality of disclosures always relating to the medical condition of members by keeping medical records in a secure private location.

The DDSC Executive Committee and First Aid Coordinator are responsible for first aid record management including:

- Ensuring medical records are kept private and secure, and are only provided to others where there is a legitimate operational requirement to do so
- Ensuring First Aid Officers or any person who provides first aid completes a First Aid Treatment Form, which will be provided by the Secretary, after providing first aid to any person at DDSC
- Ensuring the incident is logged in the Continuous Improvement Register
- Keeping records/details of quarterly checking/restocking of first aid kits

Insurance

The GSL ensures that all players taking the field of play (or training) are insured through FA's insurer, otherwise known as Gow Gates. In addition to compulsory player insurance, FA shall provide through its insurance scheme insurance known as 'Not for Profit Organisation Liability' for Club officials via the Certificate of Currency.

Please refer to the DDSC Secretary for information on:

- who is covered,
- when they are covered,
- the types of expenses covered, and how to lodge a claim

Related documents

- DDSC WHS Policy and Procedure
- Certificate of Currency
- Gippsland Soccer League Rules of Competition
- DDSC Incident Report Form
- DDSC First Aid Treatment Form
- DDSC Continuous Improvement Register
- DDSC Position Description - First Aid Coordinator
- [Compliance code: First aid in the workplace | WorkSafe Victoria](#)

Appendix

1. Basic First Aid Kit Requirements

The recommendation on First Aid Kit contents from WorkSafe Victoria is as follows:

Basic workplace first aid kit contents

124. For most workplaces, a first aid kit needs to contain the following items:

First aid instructions / quick reference guide	1
Notebook and pen or pencil	1
Disposable surgical face masks	4
Resuscitation face mask or face shield with one-way valve	1
Disposable nitrile gloves (nitrile is a latex-free rubber suitable for people with latex allergies)	5 pairs in a range of sizes
Gauze swabs 10 x 10 cm, sterile (3-pack)	5 packs
Saline 15 ml or 30 ml	8 x 15 ml or 4 x 30 ml
Adhesive dressing strips – plastic or fabric, packet of 50	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 7.5 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	3
Conforming crepe bandage, light, 5 cm width	3
Conforming crepe bandage, light, 7.5 cm width	3
Conforming crepe bandage, 10 cm width	1
Scissors	1
Adhesive tape, non-stretch, hypoallergenic, 2.5 cm wide roll	1
Dressing – combine pad 9 x 20 cm	2
Resealable bag – large	2
Triangular bandage minimum width 110 x 155 cm	2
Eye pads, single use	2
Instant cold pack for treatment of soft tissue injuries and some stings	1
Alcohol-based hand sanitiser	1
Emergency accident blanket	1

2. Additional First Aid Kit Modules

The employer needs to assess whether additional first aid kit modules are needed where particular hazards exist. Some examples of commonly needed additional modules are:

Eye module

This module needs to be included in first aid kits in any workplace where:

- chemical liquids or powders are handled in open containers

- spraying, hosing, compressed air or abrasive blasting operations are carried out
- there is any possibility of flying particles
- welding, cutting or machining operations are conducted
- Wearing eye protection is recommended.

Burns module

This module needs to be included in first aid kits in any workplace where there is a possibility of a person receiving a serious burn. Such workplaces may include those where:

- heat is used (eg in kitchens, workplaces where welding work is done)
- flammable liquids are used
- chemical acids or alkalines are used, or
- other corrosive chemicals are used.