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First Aid Procedure

Parkville Netball



PARKVILLE
NETBALL

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1 Purpose

The purpose of this First Aid Procedure is to ensure that all players, coaches, spectators, umpires and competition staff have access to immediate and effective first aid in the event of an injury or illness at Parkville Netball Competitions.

2 Scope

This procedure applies to all players, first aid officers, spectators, coaches, officials and competition staff who may be involved in or with Parkville Netball Competitions.

3 Management Responsibilities

To ensure effectiveness of response to injuries, Parkville Netball management must:

- Ensure that first aid kits are available and fully stocked at all times, with periodic checks on first aid kits,
- Ensure the appropriate number of first aid trained personnel are available
- aid treatments administered, and
- Ensure this procedure is communicated to staff and available as required.

4 Competition Staff Responsibilities

To ensure effectiveness of response to injuries, workers must:

- Familiarise themselves with the location of first aid kits, first aid room and trained first aid personnel,
- Report any incidents or hazards that could result in injury or illness immediately to the First aid Officer on duty
- Use first aid supplies only for their intended purposes.

5 First Aid Procedure

5.1 Injury and Illness Response

When an injury or illness occurs, competition or court supervisors are required to immediately inform a trained first aid officer using the communication tools provided (radios). Over the radio the supervisors are to communicate the court number/location within the venue, and a brief description of the injury with any immediate needs (e.g. band aids, ice, wheelchair etc.).

5.2 Administration of First Aid

Upon notification of an injury or illness, trained first aiders are expected to swiftly attend to the affected individual and administer first aid in line with their training. It is important to note that only those with appropriate first aid training are authorised to carry out more advanced first aid procedures beyond basic care. First Aid officers should be aware of their care limitations and restrictions associated with their level of training and only perform first aid that they are comfortable performing.

5.3 First Aid Kits

Management is responsible for ensuring that first aid kits are clearly marked, fully stocked and readily accessible. It is the duty of all workers to maintain clear access to these kits and not to interfere with their placement or availability.

5.4 Emergency Escalation

In cases where the injury or illness is severe, the priority is to contact Venue Response staff for Melbourne Sport Centre Parkville via the below contact number(s) and request for assistance and any emergency services necessary.

Venue Staff are to call 000 in an emergency if emergency services are required. In the event that Venue staff are unable to attend the incident, or the injury/illness is life-threatening can the First Aider or a Court Supervisor call 000.

If an injury is serious but the injured person does not wish to call emergency services, once all details are recorded from the injury and incident, the person can be self-transported by an accompanying person to the nearest Hospital Emergency, Priority Care Center or can visit their GP if preferred.

State Netball Centre Venue Response (VR): 0412 801 815 or 03 9926 1400

5.5 Reporting and Recording

It is mandatory for all incidents, regardless of their nature, to be reported to management promptly through the completion of an injury/incident report form (See Section 6a). Following the administration of first aid, the first aider is responsible for completing a first aid treatment record and submitting this documentation to management.

5.6 Review and Replenishment

Management will conduct regular reviews of all first aid kits to ensure they are fully stocked and will replenish supplies as necessary. Competition Staff and First Aid Officers are obliged to report to management if they find that first aid supplies are running low or if there are any items missing from the kits.

Parkville Netball management are to contact any seriously injured persons within 24-48 hours of the injury to provide them with a copy of the injury report completed by the First Aid Officer on duty, along with a copy of Netball Australia's Injury and Sickness Claim form (See Section 6b) and links to Netball Australia Insurance information from Howden Group (See Section 6c).

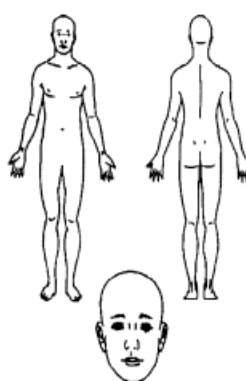
5.7 Training

Management commits to ensuring that there is always a trained first aid officer on hand on competition days/nights. As a Volunteer First Aid Officer, it is the officer's responsibility to ensure that their training is up to date and valid while performing First Aid for Parkville Netball Competitions.

6 Documents & Resources

6a – Injury Report Form

<https://vic.netball.com.au/media/4504>

Sports Injury Reporting Form		SPORTS MEDICINE AUSTRALIA
Name: _____ Address: _____		
Sport: _____ Event: _____ Venue: _____ Team: _____		
Today's date: ____/____/____ Time : ____ am/pm Gender: ☐ Male ☐ Female Date of Birth: ____/____/____		
Injured person (please circle): Player / Referee / Coach / Spectator		
TYPE OF ACTIVITY AT TIME OF INJURY ☐ training ☐ warm-up ☐ competition ☐ cool-down ☐ other _____	CAUSE OF INJURY ☐ collision with fixed object ☐ collision with another player ☐ fall from height/awkward landing ☐ jumping to shoot or defend ☐ overexertion ☐ overuse ☐ slip/trip/fall/stumble ☐ struck by ball/object ☐ struck by another player ☐ temperature related ☐ other _____	ADVICE GIVEN ☐ immediate return to activity ☐ return to play with restriction ☐ unable to return at present ☐ referred for further assessment before returning to activity
REASON FOR PRESENTATION ☐ new injury ☐ aggravated injury ☐ recurrent injury ☐ illness ☐ other _____	Explain how the incident occurred 	NOTICE The injured person told that if injury/illness does NOT improve in the following 24 hours they MUST seek further advice from their own medical professional. ☐ Yes ☐ No
BODY PARTS INJURED circle and name 	Were there any contributing factors to the incident? e.g. unsuitable footwear, playing surface, equipment, foul play 	REFERRAL ☐ no referral ☐ medical practitioner ☐ physiotherapist ☐ ambulance ☐ hospital ☐ other _____
NATURE OF INJURY/ILLNESS ☐ bruise/contusion ☐ cardiac problem ☐ cold/flu ☐ concussion ☐ dislocation/subluxation ☐ fracture (including suspected) ☐ inflammation/swelling ☐ loss of consciousness ☐ overuse injury ☐ respiratory problem ☐ skin injury e.g. graze/cut/blister ☐ sprain e.g. ligament tear ☐ strain e.g. muscle tear ☐ unspecified medical condition ☐ other _____	Was protective equipment worn on the injured body part? ☐ Yes ☐ No If yes, what? e.g. mouth guard, brace? 	PROVISIONAL SEVERITY ASSESSMENT ☐ mild (1 - 7 days modified activity) ☐ moderate (8-21 days modified activity) ☐ severe (>21 days modified or lost)
	ACTION TAKEN ☐ none given (not required) ☐ CPR ☐ dressing ☐ immobilization ☐ RICER ☐ sling/splint ☐ strapping/taping ☐ stretch/exercises ☐ transport from field/court ☐ other _____	TREATING PERSON ☐ Sports Trainer/Sports First Aider (ID _____) ☐ medical practitioner ☐ physiotherapist ☐ other _____
		Signature of injured person Signature of treating person Date: ____/____/____



Personal injury & sickness claim form

**Completed claim forms must
be sent to: Berkshire Hathaway
Specialty Insurance Company**

T 1300 380 377
E ahclaimsaustralia@bhspecialty.com

Insurance Brokers for Netball Australia
Howden Insurance Brokers (Australia) Pty Ltd

www.howdengroup.com/au-en/netball-australia
ABN: 79 644 885 389 | AFS Licence No. 539613

HOWDEN

6c – Netball Australia Insurance Information Links

- <https://www.howdengroup.com/au-en/netball-australia>
- <https://www.howdengroup.com/au-en/netball-how-to-make-a-claim>
- <https://www.howdengroup.com/au-en/netball-australia/playing-members>
- <https://www.howdengroup.com/au-en/netball-australia/coaches-officials-volunteers>
- <https://www.howdengroup.com/au-en/netball-australia/clubs-associations>
- <https://www.howdengroup.com/au-en/netball-australia/documents>