



# FIRST AID & INCIDENT MANAGEMENT PROCEDURE

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# FIRST AID & INCIDENT MANAGEMENT PROCEDURE

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# FIRST AID & INCIDENT MANAGEMENT PROCEDURE

## First Aid & Incident Management Procedure Foundation

### Purpose

The purpose of this procedure is to manage incidents to ensure the appropriate care of our people and respond appropriately to incidents at SALAA/Club events and activities.

Our aim is to ensure that we meet statutory obligations and apply the learnings for the protection of all contributors associated with the athletics community.

### Scope

The scope of this document is as follows.

#### **In** scope:

- First Aid.
- Incident Reporting, Notification and Management.
- Personal Injury Claims.

#### **Out** of scope:

- Incidents outside of the direct control and influence of SALAA or affiliated Club's undertaking.

### Intended user

The intended users of the first aid and incident management procedure are:

- SALAA Board, Management Team, Employees, Contractors and Volunteers.
- Affiliated Clubs Committees and Volunteers.
- Athletes.
- Parents and Guardians.
- Coaches.
- Officials.

# FIRST AID & INCIDENT MANAGEMENT PROCEDURE

## 1. Document Procedures / Standard Expectations

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### Principles

The principles surround in the implementation of this procedure are:

- Provision of adequate and appropriate first aid.
  - Meeting of any legislative requirements.
  - Timely reporting and analysis of any incidents.
  - Learning from Incidents to prevent or decrease the likelihood of repetition.
  - Appropriate record keeping.
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### Commitment

SALAA are committed to the safety of all persons involved in the sport. This includes their protection and the treatment of any injury or illness which occurs.

SALAA uses the provisions outlined within legislation to determine the standards and processes required. Learning from and appropriately managing those Incidents, injuries and illnesses is paramount to our ongoing sustainability.

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## Responsibilities and Delegations

The **SALAA Board** is responsible for.

- Oversight and analysis of any significant Incidents.
- Oversight of systems to ensure safe environments and processes are supported for SALAA and clubs.

**Chief Executive Officer (CEO)** is responsible for:

- Ensuring SALAA complies with all regulatory requirements.
- Notification of any incidents to the regulator.
- Ensuring compliance with these procedural requirements.

**SALAA Staff, Members and Volunteers** are responsible for:

- Assessing and complying with any first aid requirements for SALAA run events.
- Completing any notifications required.
- Supporting clubs to manage first aid, Incidents, and claims.

**Clubs** are responsible for:

- Completing first aid risk assessments.
- Ensuring first aid requirements are in line with findings of assessments.
- Completing reporting and analysis in line with this procedure.
- Following up any actions required.

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## 2. Risk Management Framework

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### 2.1 Summary Action if an Action Occurs

#### Immediate Action

If an unwanted event occurs concerning an athlete, official, volunteer, coach, spectator or any other person in the vicinity the following is to occur immediately:

Step	Action
1.	<b>Check</b> the immediate surrounds to ensure that it is safe for others to assess and assist the person(s) involved.
2.	<b>Assess</b> the person for physical or psychological injury.
3.	<b>Obtain</b> relevant assistance, contact 000 if required.
4.	<b>DO NOT</b> disturb the area other than to render assistance if it is deemed to be a serious incident.

In the case of a serious incident contact the CEO of SALAA immediately.

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#### What is Deemed to be Serious for SALAA

The following type of incidents are deemed to be serious and require report to the CEO of SALAA:

- Death or serious injury requiring ambulance or admission to hospital.
- Collapse or failure of a structure, support etc.
- Uncontrolled or unexpected event ie fire, explosion, escape of substances, electric shock etc.
- Physical or verbal assault causing immediate harm.
- Criminal activity.

For further definition see Addendum A.

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#### Medium Term Action

Action required in the medium term requires the need to prepare for and conduct a learning review on the unwanted event. The severity or seriousness of the unwanted event will determine the response and who is involved in the process. Where a notifiable incident occurs SALAA must facilitate in collaboration with club representatives in the learning review.

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## 2.2 First Aid

### First Aid Assessment

An assessment of the need for appropriate first aid facilities and personnel will be undertaken for/by all:

- Clubs.
- Events.
- SALAA administration.

The first aid assessment will consider likely injuries/illness, distance from appropriate medical treatment, facilities available and trained personnel needs.

First aid assessments need to be reviewed if any large changes within the club or after five (5) years.

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### First Aid Equipment

First aid equipment or facilities will be provided as a result of the above assessment. This will include the number of first aid kits required and content depending upon risk exposures and location.

Other first aid equipment will be considered. The requirement for first aid facilities will be assessed (ie first aid rooms).

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### First Aid Personnel

The number of trained first aid personnel is determined as a result of the first aid assessment in conjunction with the requirements of SafeWork SA Code of Practice – First aid in the workplace. First aid training should be current and include annual CPR training.

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### First Aid Information

First aid information should be documented and relevant to the type of incidents that have been identified as likely to occur. These should be maintained near any first aid equipment.

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### Maintenance of First Aid Facilities

First aid facilities will be maintained on a regular basis to ensure they remain in a suitable condition for use. This includes monthly checks during season for contents and expiry of any supplies.

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Recording of First Aid events	Whenever first aid is provided by a dedicated first aid person or using a SALAA or club first aid kit, this must be recorded and records retained for a minimum of 2 years.
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## 2.3 Incident Management

Incident Reporting	All incidents must be reported as soon as reasonably practicable. This should be submitted to the person responsible for the area/club.
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All clubs must complete the online Incident/Hazard report through the club's hub including as much detail as possible.

Any Incidents at events must also be submitted through online club's hub reporting system.

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Incident Review and Analysis	Incidents should be analysed to gain learnings and to either prevent or reduce the likelihood of reoccurrence. Guidance is provided within the SALAA Clubs Hub.
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Analysis should look at the circumstances and decisions leading up to the incident – not just the incident itself. This is a systematic review and should not lead to blame.

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Follow Up	Recommendations from incidents should be implemented as soon as possible. Where SALAA consider additional recommendations are required this will be communicated to the appropriate person(s)/club(s) including responsibilities and time frames.
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Statutory Reporting	Where required the CEO of SALAA is responsible for any statutory reporting on behalf of SALAA or Clubs. This will be done as soon as possible and by quickest means possible. Refer to WHSPro017 for further instructions.
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## 2.4 Personal Injury Insurance

**What is Covered** Personal Accident insurance provides coverage for injuries sustained whilst participating in an activity under the following circumstances:

- An official meet or training session.
- Traveling to and from an official club activity.
- Participation in an official club function.
- Tours or representative meets.

**Making a Claim** If you believe you are entitled to personal injury insurance the following should be followed.

Step	Action
1.	<b>Notify</b> SALAA by email to <a href="mailto:office@salaa.org.au">office@salaa.org.au</a> of your intent to put in a claim.
2.	<b>Apply</b> through the SALAA Clubs Hub (Finance>Insurance>Making a Claim) to Honan.sport, Little Athletics Insurance Partner.
3.	<b>Click</b> on "Personal Injury Insurance" and then "Make a Claim" "File Claim" and complete the claim form.

Should you require any assistance please contact [office@salaa.org.au](mailto:office@salaa.org.au), who will assist you in this process.

## 2.5 Record Keeping

**Child Incident** In an event where an injury/incident or illness occurs to an athlete at club level, the appropriate report form must be completed with all relevant and specific detail to the event.

These records must be kept with the athlete's registration forms until that athlete is 24 years of age where both registration forms and reporting forms will be disposed of appropriately.

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## Notifiable Incidents

Records of all notifiable incidents must be maintained for a minimum of 2 years.

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## Confidentiality

SALAA will ensure any personal information collected is managed in a confidential manner and subject to the pertaining laws.

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# FIRST AID & INCIDENT MANAGEMENT PROCEDURE

## 3. Definitions and References

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### 3.1 Definitions

First Aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First Aider	A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
First Aid Facilities	Include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.
First Aid Equipment	Includes first aid kits and other equipment used to treat injuries and illnesses.

### 3.2 References

Legislation	WHS Act (SA) 2012 WHS Regulations (SA) 2012 COP First Aid in The Workplace 2020
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### 3.3 Referenced Documents

WHSPRO017	Internal SALAA document. WHSPRO017_Incident Reporting and Investigation
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