

POLICY NAME:	Birralee Gymnastics First Aid Policy
DATE OF ISSUE:	October 2018
POLICY COVERAGE	Birralee Gymnastics Inc Committee of Management, staff, volunteers, parents, participants and spectators. All Birralee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralee Gymnastics Inc.
DATE OF REVIEW	Biennial
CONTROLLING BODY	Birralee Gymnastics Inc

1. INTRODUCTION

The purpose of this policy is to provide Birralee Gymnastics Inc statement of position regarding our First Aid Policy. Birralee Gymnastics Inc recognizes that First Aid and immediate injury management are important in the prevention and treatment of injuries at the time they occur. In many cases the incorrect initial management of injuries can have serious consequences. The importance of having appropriate mechanisms for initial injury management is highly valued.

2. POLICY STATEMENT

Birralee Gymnastics Inc is committed to ensuring that the objectives in this Policy and the supporting strategies are implemented to reflect best practice across all areas of participation. It is important for Birralee Gymnastics Inc to take a leadership role to ensure the safety and good health of our all our members and agree to implement the following First Aid Policy. It is the policy of Birralee Gymnastics Inc that all Injuries are reported immediately to the appropriate personnel.

3. SCOPE

- i. Gymnastics Victoria's recommended First Aid supplies will be available at all times.
- ii. First aid supplies will be checked each fortnight by the First Aid Officer to ensure that all items are available and within the appropriate date.
- iii. Emergency Procedures will be displayed at all times.
- iv. All technical coaches will be first aid trained at a level appropriate to their responsibilities and technical requirements.
- v. An injury report will be completed by the coach in charge and signed off by either the Head Coach, Club Manager or Floor Supervisor and given to the Vice President for follow-up.
- vi. All injury reports will be presented at the next committee meeting in identifying future preventative measures.
- vii. Injury reports will be retained for a period of 24 years.
- viii. Anaphylaxis: All members that are anaphylactic must attend class with the appropriate action plan and medication. This must be placed in a thermal bag with their name on the outside of the bag and handed into the front desk at every class, failure to do so will mean that the student cannot attend that session.
- ix. Birralee Gymnastics Inc will ensure that an emergency epipen is always available.
- x. Asthmatic: All members that are asthmatic must attend class with the appropriate action plan and medication with spacer. This must be placed in a thermal bag with their name on the outside of the bag and handed into the front desk at every class, failure to do so will mean that the student cannot attend that session.

- xi.. Gymnasts returning to class after an injury, must provide a letter from the Doctor confirming their re-admittance to participate.

4. REVIEW PROCESS

Recommended changes to this policy may be submitted to Birralee Gymnastics Committee of Management for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders via the webpage.

Birralee Gymnastics is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken biennial. The next review date is detailed at the beginning of each policy.

- 5.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis

5. POLICY PROMOTION

- 6.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au
- 6.2 This policy will be communicated to all staff, committee, technical coaches, coaches, parents and volunteers.
- 6.3 References to this policy will be included in the information documents that are provided to all officials that represent Birralee Gymnastics Inc.

Written By: Carolyn Herrmann

Approved By: Birralee Gymnastics Inc Committee of Management

Endorsed : 26th September, 2014

Reviewed: September 2016, amended October 2018

Next Review Date: October 2020