



Hills Raiders Basketball Association Inc.

First Aid Policy

Document Status: Draft

Date Issued: 20th August 2018

Lead Author: Paul Little (HRBA Committee Member)

Approved by: HRBA Committee

Date for Review: August 2021

Record of Policy Review:

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Additional Comments</i>
August 2018				

Purpose and Scope

The purpose of this document is to outline the first aid procedure of the Hills Raiders Basketball Association (HRBA); this applies to all players, coaches, managers, spectators, visitors and official's associated with HRBA activities both at its home grounds and while out in the community.

Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Principles

- The aims of first aid are to preserve life, prevent harm and promote recovery.
- Hills Raiders Basketball association Inc. is committed to the provision of high quality first aid.
- First aid assistance is provided by trained first aiders, where possible.

Background

HRBA is committed to ensuring that an effective first aid response is delivered in a timely manner. HRBA maintains an appropriate number of qualified First Aiders to support HRBA games, training, events and functions.

This commitment extends to ensuring that relevant resources (such as first aid kits, defibrillators and equipment) are appropriately available to HRBA games, training, events, functions and community engagements.

Roles and Responsibilities

Everyone that is involved in the management or delivery of a first aid response should familiarise themselves with their role so that they can provide an appropriate level of care to those people that require assistance.

HRBA Committee Members & Officials

All HRBA committee members and officials are to hold at a current '*Provide First Aid*' qualification and are to respond to a first aid incident during HRBA activities either as the primary respondent or to back-up the HRBA First Aiders (dedicated service).

In addition;

- Renew qualification every 3 years and including attendance of an in-house annual skills workshop.
- To have any costs associated with a first aid qualification paid for by HRBA.
- Make themselves familiar with the location of First Aid Kits, Defibrillators and the First Aid Room located at the *Mundaring Arena*.
- Complete a First Aid Treatment Record.
- Maintain patient privacy and confidentiality.
- Apply safe working practices in infection control.

HRBA First Aiders (Volunteers)

Hills Raiders Basketball Association – First Aid (HRBAFA) is a 100% volunteer operational support group to HRBA. Made up of HRBA associated volunteers; this service provides HRBA with a greater ability to deal with the sick and injured during basketball games, events, and functions. Enables HRBA to provide first aid services to the local basketball and sporting community by:

- Increasing medical and first aid education to volunteer members
- Provide opportunity for volunteers to gain national accredited training
- Provide emergency medical first response at incidents
- Provide first aid services at local community & school gatherings
- Provide emergency care to patients at the scene of an incident until an ambulance attends
- Provide first aid training services through an RTO auspice agreement

The service will have 3 levels of responder based on qualifications, education and experience.

First Aider

- Volunteers that have general first aid skills and qualifications which can provide limited interventions but can assist more senior volunteers in medical care. This level is would also be suited for students over 16 years of age and volunteers with no previous experience but are willing to help. These volunteers allows for greater first aid coverage at larger events or specialised events where larger numbers of medical personnel are needed.

Advanced First Aider

- Slightly more advanced first aid skills and education gives a greater assistance to provide immediate medical care. Ability to take the initial lead to provide life support while waiting of more senior volunteers. Minimum age for this level is 18 years. Volunteers with limited experience in first aid where they may have done a similar role in another organisation or place of work.

Responder – Team Leader

- Among HRBA participants there may be volunteers that have advanced medical skills and education. These individuals may have a background in medical or health care which include paramedics, ambulance officers, nurses, doctors or industrial medics, or physios.
- These individuals will be given the most senior position of Team Leader and will be rostered to be a team leader at an event or game day/night.

Recruitment – Volunteer First Aiders

- The request for first aid volunteers to be advertised on HRBA website; Facebook; on Notice boards; and emails to clubs.
- All volunteer first aiders will be given appropriate on-going training; skills workshops and an induction process.

Volunteers will need to meet certain attributes which include, sound learning abilities of complex knowledge and situational decision making around medical practices; mental attributes to cope with confronting situations such as cardiac arrest, severe trauma and paediatric emergencies; have the self-motivation to undertake constant educational up-dates and learning; ability to continually under-take skills training and assessments; possess ethical, advocacy, empathetic and confidentiality attributes .

Club Resources

HRBA encourages clubs and individual teams to have a sustainable first aid regime. Clubs and teams are welcome to supply their own first aid kits and voluntary first aiders, however it is not essential.

Should first aid services be sort by a club or team; or an emergency situation arises; or a club or a team requests the use of HRBA first aiders, equipment or the *Mundaring Arena* first aid room; then the HRBA will take over care of that individual(s) until such time as the person has left the stadium or is in ambulance care.

Facilities Management – First Aid Resources

The Mundaring Arena (HRBA home stadium) is owned and managed by the Shire of Mundaring. The HRBA hire part of the facility from the Shire on a 'User Pays' system. As such the Shire makes sure the Arena is keep in a good operating condition. The HRBA maintains the facility as per there user requirements. As part of the arrangements both the HRBA and the Shire of Mundaring provide first aid resources.

Those being:

Shire;

- Wall mounted first aid kit – canteen
- Wall mounted first kit – first aid room
- Automatic External Defibrillator (AED) – main office

- First aid room (includes exam beds, wheelchair, stretcher, oxygen unit and sink)

HRBA;

- Small portable kit – HRBA office/control room
- Trauma Response Bag – First aid room
- First Aid Trolley – First Aid Room (stored away when HRBA not at the Arena)
- Automatic External Defibrillator (AED)
- Oxygen Unit
- Stretcher
- Supply Cupboard – First Aid Room
- First Aid Training equipment – store room

Maintenance;

- HRBA first aiders are required to carry out weekly checks and a 6 monthly audit of all HRBA first aid equipment as per checklists. Items are to be in date and replacements added to equipment order form.
- The Shire of Mundaring is responsible for maintenance of its own supplied equipment.

Training

All HRBA committee members and officials, and Volunteer First Aiders must successfully complete an approved Registered Training Organisation (RTO) first aid training of at least the level “Provide First Aid”. Refresher training must be completed after 3 years.

It is recommended that Cardiopulmonary Resuscitation (CPR) training is renewed annually.

In addition;

- Attendance of an in-house first aid skills workshops.
- Undertake a HRBA first aid induction.
- To have any costs associated with a first aid qualification paid for by HRBA.
- Make themselves familiar with the location of First Aid Kits, Defibrillators and the First Aid Room located at the *Mundaring Arena*.

Recording First Aid Treatment

First aiders must report all first aid treatment (using Register of Injuries). A copy of is to accompany the patient if being handed over to ambulance/medical staff. A patient who declines treatment must sign the Register of Injuries form; and in additional, a witness to this should also be documented on this same form.

Patient information are to be secured as confidential files separated from general files and are only accessed by nominated persons (those being; the treating first aider; the first aid coordinator and the HRBA administrator). All first aid records are to archived electronic files and must be retained by the organisation for a period of 20 years.

Formal written approval from the individual whose file is to be accessed must be received allowing a third party access to his/her records.

Counselling/debrief

First aiders may be involved in responding to confronting, challenging or traumatic incidents. HRBA shall arrange debriefs following any major incidents. If a first aider is affected by any incident response, HRBA will provide confidential counselling and welfare services. This will be for any first aider or their immediate family (if required).

Standard Precautions for Infection Control

First Aid Officers should reduce the risk of infection by:

- Washing their hands with soap or water
- Apply alcohol-based hand rub before and after administering first aid
- Use disposable gloves to prevent contact with blood and body substances.
- Eye protection, a mask and protective clothing may be also be used.
- If any part of the body is exposed to blood or bodily substances, it should be immediately washed.
- Sharps containers are provided; a sharps injury or exposure to a person known to have a contagious illness – should be reported to their supervisor and seek medical advice from a registered medical practitioner.
- All items that are soiled with blood or body substances should be placed in plastic bags and tied securely.
- Sharps, including scissors and tweezers, that have been contaminated with blood and body substances should be disposed of in a sharps container by the user.

Legal & Identification

The Civil Liability Act 2002 (WA) 5AD; A *Good Samaritan* does not incur any personal civil liability in respect of an act or omission done or made by the Good Samaritan at the scene of an emergency in good faith and without recklessness in assisting a person in apparent need of emergency assistance.

This applies to all persons that provide care in a first intervention situation.

HRBA First Aiders (who hold current first aid qualifications and who are registered as such with HRBA) are insured for public liability and medical malpractice in respect of legal actions taken against them, provided that their first aid assistance or lack of assistance is not proven to be the result of wilful negligence.

After Hours First Aid

Outside of normal HRBA operational hours, first aid can be obtained from Shire of Mundaring staff, HRBA committee members or by requesting ambulance assistance via 000. Emergency first aid equipment can be obtained from the Arena Office.

Ambulance Assistance

An ambulance service should be requested via “000” for all life-threatening situations or major trauma.

First Aid Assistance – HRBA Times

During normal HRBA games, training, events and functions first aid assistance can be requested from the office; a committee member or official or from a Volunteer First Aider.

All requests for first aid assistance will be actioned by HRBA officials by the means of;

- Two-way radio
- Mobile phone
- Public Address System

DRAFT