

# Denmark Gymnastics Club

## Accident and Injury Procedure

<b>Procedure Title:</b>	Accident and Injury Procedure
<b>Date of Issue:</b>	January 2022
<b>Controlling Body:</b>	Denmark Gymnastics Club Committee

### 1.0 Background

In the event of an accident or injury at Denmark Gymnastics Club, or through the use of the Club's services, the following steps will be followed:

#### 1.1 If an Accident or Injury occurs

1.1.1 Stop the class and prevent any injured participants from moving or being harmed by further activity.

1.1.2 Ensure that the rest of the class is safe. Give responsibility of your group to another coach/responsible person to remove athletes from the accident site. Remain calm at all times when dealing with the injured person.

1.1.3 Request assistance from the First Aid Officer (most senior qualified First Aid person) to assess the nature of the injury and give directions regarding treatment.

1.1.4 Talk to the injured participant or observer:

- What happened?
- How did it happen?
- What did you feel?
- Where does it hurt?
- Have you injured yourself/body part like this before?
- *See Appendix 1.0*

1.1.5 Observe the injured participant:

- Is the participant distressed?
- Is the participant lying in an unusual position?
- Is there any blood or swelling?
- Is there any difference in injured body part compared to opposite limb? (If applicable)

#### 1.2 In the event of a Minor Injury

1.2.1 Administer first aid – Rest, Ice, Compression and Elevation (RICE). Gloves are to be worn in the presence of blood/bodily fluid.

1.2.2 Review the participants medical form/instructions.

1.2.3 Notify the participants parent/guardian at the conclusion of the class or if required as soon as possible.

1.2.3.1 *If the participant is unable to return to class within 30 minutes of the incident then the parent/guardian must be contacted informing them of the injury.*

1.2.4 When talking to the parent/guardian, do not make any diagnosis other than the obvious reporting of the incident and the injury sustained. Do not accept or place unsubstantiated blame for the accident on anyone or anything – e.g., equipment.

1.2.5 Coach to follow up with the injured participant and parent/guardian within 24 – 48 hours of the injury occurring. Relevant injury/insurance paperwork to be completed.

### **1.3 In the event of a Major Injury**

1.3.1 Commence DRSABC – Danger, Response, Send for help, Airway, Breathing, Circulation and administer first aid as required.

1.3.2 In the event of a suspected neck or spinal injury **do not move the participant** unless there is a risk to life present (e.g., falling debris, fire, explosion or other serious threat).

1.3.3 Stay with the participant and keep them as calm and comfortable as possible.

1.3.4 If the seriousness of the injury requires, call an ambulance on 000.

1.3.5 Review the participant's medical form.

1.3.6 Contact the parent's/guardian's emergency contact and inform them of the situation as soon as possible. Try not to alarm them unnecessarily.

1.3.7 When talking to the parent/guardian, do not make any diagnosis other than the obvious reporting of the incident and the injury sustained. Do not accept or place unsubstantiated blame for the accident on anyone or anything – e.g., equipment.

1.3.8 Coach/appropriate Committee Member to contact the participant and their parent/guardian with 24 hours to follow-up on the progress of the injury sustained.

1.3.9 Coach/appropriate Committee Member to communicate with affected members of the group via email following the incident (as appropriate).

## **2.0 Roles and Responsibilities**

### **2.1 Coach/appropriate person**

2.1.1 Remain with the injured participant until assistance is provided.

2.1.2 Make contact with the relevant emergency services.

2.1.3 When in communication with the ambulance, provide details regarding the nature of the injury, address of the incident and phone number you are calling from.

2.1.4 Talk to the parent/guardian as soon as possible.

2.1.5 Complete relevant injury/insurance paperwork.

### **2.2 First Aid Officer**

2.2.1 Provide assistance as most qualified first responder present.

2.2.2 Review medical form and determine appropriate treatment response.

2.2.3 Complete relevant section of the injury/insurance paperwork.

## **3.0 Emergency Contacts**

- Ambulance, Fire and Police services (emergency only): 000
- Police: 131 444
- State Emergency Services (SES): 132 500
- Refer to membership details for parent/guardian information.

## 4.0 Reporting and Follow up

1. An Injury Report Form must be completed for every participant that is injured during class – no matter how minor the injury.
  2. Submit the Injury Report Form to the relevant person at the conclusion of the class/competition. Ensure that all witness details are available and recorded.
  3. The appropriate person should record the relevant details on the 'ACCIDENT DATABASE'\* and file original accident form in the 'ACCIDENT RECORD FILE' within 48 hours. The original form to be kept in safe-keeping at the club.
  4. In the case of a minor and major injury the supervising coach must follow up the injury with the parent/guardian within 24 – 48 hours.
- \*Information on the ACCIDENT DATABASE will be used for Quarterly Reporting purposes in order to identify injury prevention measures.

## 5.0 Related Policies, Procedures and Forms

- First Aid Policy.
- Injury Report Form.
- Emergency Procedure.

## 6.0 Appendix

### 1.0 Pain assessment tool

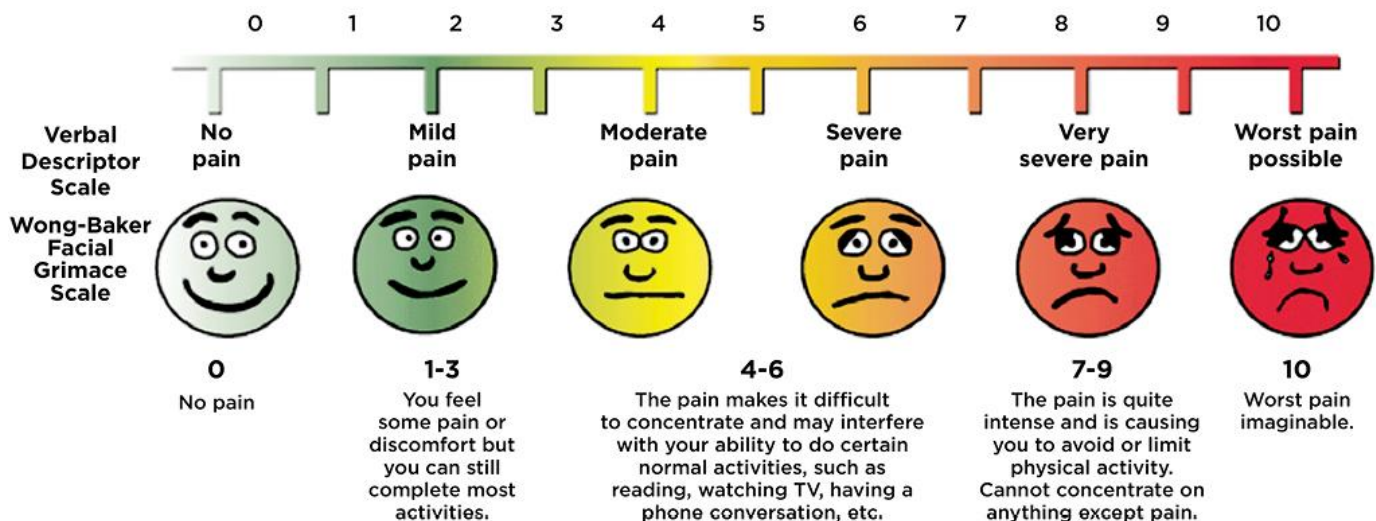


Figure 1: Wong-Baker Faces Pain Rating Scale

Accident and Injury Procedure

Date of first issue: January 2022

Date of last review: January 2022

Date of next review: January 2023

Prepared by: Jenni Welsh

Approved by: Ashleigh Crock

Responsible Officer: Vice President, DGC

Signed:

Date: 27<sup>th</sup> February 2022

Signed:

Date: 27<sup>th</sup> February 2022