



## DIAMOND VALLEY BASKETBALL ASSOCIATION FIRST AID PROCEDURE

### 1.0 Introduction

The Association works to ensure the safety and wellbeing of each and every player, coach, team manager and spectator at every competition venue that is within the association's supervision.

#### Staffed Facilities

Staffed facilities are where the operator of the venue has trained staff on site, i.e., Diamond Valley Sports and Fitness Centre, CBS, Darebin Community Sports Stadium, Diamond Creek Community Centre or any venue run by Aligned Leisure, Club links, YMCA or equivalent. At these venues, the association abide by those facilities First Aid procedures and refer to their staff for assistance in emergency or First Aid situations.

#### Non-Staffed Facilities

Non-Staffed Facilities mainly include school venues where the operator does not provide paid staff on site to supervise the venue. In these instances, if the venue is more than one court, DVBA have a paid staff member on site as a supervisor (this is not the referee supervisor). If it is a single court venue, then the referee supervisor will act as the venue supervisor.

### 2.0 Definitions

**First aid:** the emergency treatment of illness and injury. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

**Accident/Injury Reporting Form:** Official Association document that must be completed after an accident or injury occurs.

**Player:** a player registered with the Association or being trialled with a view to joining.

**Parents:** includes guardians and legal guardians.

**Resuscitation masks:** one-way mouthpieces, suitable for mouth-to-mouth resuscitation.

**Venue:** includes all locations used by the Association in the course of its normal basketball playing and training functions

#### General

The Association does not have the personnel or resources to provide a qualified first aid practitioner at every playing or training venue. However, the Association is committed to ensuring that suitably designated officials (venue and referee supervisors) are present at each venue during competition.

The Association seeks to ensure that players, coaches, team manager and spectators are provided with an awareness of safety practices.

Coaches and team managers of clubs in charge of players are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of players, along with the assistance of association staff on site.

### **3.0 Principles**

- 3.1 Adequate training and resources will be provided to the venue supervisors and referee supervisors to enable them to provide rudimentary first aid effectively in the event of accident or injury to players. This assistance will normally be confined to injuries involving minor soft tissue, potential concussion and minor blood letting. Injuries of a more serious nature will require the attendance of a suitably qualified paramedic or medical practitioner.
- 3.2 All venue supervisors and referee supervisors have a duty of care to players to provide assistance when required, including calling on qualified assistance when necessary as set out in this policy.
- 3.3 In every instance, first aid/emergency assistance is a means of supporting player health and safety, while awaiting professional medical assistance.
- 3.4 All venue and referee supervisors should not be involved in the general management of pre-existing or ongoing medical conditions.
- 3.5 It is the responsibility of parents/guardians to ensure that players do not play or train if they have known medical conditions for which the playing/training of basketball would potentially be of further detriment to the player's health. Coaches/team managers have the right to refuse to play or train a player who may fall into this category.

### **4.0 Supervisor Responsibilities**

- 4.1 If a player becomes unwell at a Non-Staffed Facility, the supervisor will arrange for the player to be cared for until a parent or suitable guardian is able to reach the venue and assume responsibility for care, or until transfer to hospital is available.
- 4.2 In cases of illness or injury, Venue Supervisors will use their best endeavours to:
  - In response to an unconscious player, an ambulance should be called immediately
  - summon suitably qualified personnel or call an ambulance as soon as it is practicable
  - undertake the procedures necessary to protect life and limb within their expertise and experience
  - protect the player from further injury
  - protect others, if necessary, from injury
  - remain with the ill or injured player except when necessary to obtain assistance
  - assist as necessary with arrangements for ambulance transfer, attendance by a medical practitioner or other care
  - Supervisor who initiated response to the incident must notify the Competition Manager or Operations Manager at the earliest possible opportunity
  - Assist as necessary to notify the player's parents
  - Take steps to prevent a player with a serious injury from eating or drinking anything, as this may delay anaesthesia, if required
- 4.3 Where a player's condition precludes transfer to a hospital or Health Centre, the Supervisor will obtain assistance and remain with the player.

## **5.0 Parent Responsibilities**

- 5.1 It is essential that parents must provide their Club with details of any medical conditions which may impact on their child's ability to play or train and of any medications which might require coach and Team managers awareness.
- 5.2 It is the parent's responsibility to ensure that any medical condition information is kept up to date throughout the entire duration of their child's participation at the club. This will include any changes to a child's health which may affect ability to play or train, and any changes to personal details, such as contact telephone numbers or addresses.
- 5.3 Parents must provide sufficient contact details to the club to enable the supervisors to contact them or another appropriate person if it is necessary to collect an unwell player.
- 5.4 If a player has an infectious disease, the player is to be excluded from playing or training. Parents must notify the club immediately once they become aware that their child has contracted an infectious disease.

## **6.0 Player Health Information**

- 6.1 Parents are required to supply written notice for children with any medical condition(s) which may impact on the child's ability to play sport, (e.g. asthma, diabetes, epilepsy) or who take medication which may impact on their ability to play.
- 6.2 The club will inform coaches and team managers of all relevant information received from Parents concerning their child's health.

## **7.0 First Aid Kits, Blood Spill Kits and Defibrillators**

- 7.1 A portable first aid kit will be available each venue for use in circumstances where immediate care is required, or when it is inappropriate to move a player.
- 7.2 All first aid containers must be clearly identifiable, and their contents must be checked after every use and weekly. First aid containers will be maintained by designated Association officials.
- 7.3 A blood spill kit will be available each venue for use in circumstances where immediate care is required, or when it is inappropriate to move a player.
- 7.4 A fully charged defibrillator with adult and child patches are required at each venue. Defibrillators are only to be used in emergency situations by qualified personnel or with the guidance of a 000 operator.

## **8.0 Reporting of Incidents**

- 8.1 Every incident which results in a player being referred to a medical practitioner or hospital must be reported by the venue supervisor on their shift report.
- 8.2 Any players or any other witnesses to serious injuries should supply information to the Venue Supervisor, so it can be recorded and given to the Operations Manager. Information should be limited to simple factual details.
- 8.3 The details required in the incident reporting form include:
- date and time of the incident
  - whether the player lost consciousness or not
  - site of the incident
  - names of those in attendance
  - names of any witnesses
  - nature of the incident
  - brief description of the injury sustained
  - any treatment provided
  - whether any further treatment was required and, if so, where
  - how the player was discharged from care (e.g. home with parent, to hospital by ambulance, etc.)
- 8.4 If the coach or team manager believes that there is any possibility of a claim for compensation of any sort being made against the Association, an Association member or against the Diamond Valley Basketball Association, the incident should be reported, as soon as possible, to the General Manager (GM). The GM will then make an appropriate report to the Association's insurers, if necessary.

## **9.0 MANAGING BLOOD SPILLS**

Blood spills are a potential and unpredictable source of serious blood-borne infections. To clean up a blood spill you will need:

### **Equipment**

- disposable surgical gloves
- absorbent material, such as paper towels, cloth or sawdust
- household bleach
- hot water and detergent
- a plastic bag

#### **Procedure**

- **DO NOT TOUCH THE BLOOD WITH ANY PART OF YOUR BODY**
- put surgical gloves on both hands
- using absorbent material, mop up the bulk of the blood or body fluids
- place waste materials in a plastic bag, secure, and place bag inside a bio-hazardous waste bag
- clean contaminated surfaces with paper towels which have been soaked in the strongest recommended solution of household bleach. Remove and place in a plastic bag, secure, and place bag inside the bio-hazardous waste bag
- wash the wet areas with water and household detergent and dry them as thoroughly as possible
- arrange for safe disposal of all waste materials
- remove gloves by turning inside out
- place gloves in the plastic bag, tie securely, then place inside a second bag which should then also be tied securely
- wash hands thoroughly with soap and running water, taking care to avoid splashing
- ensure First Aid staff are aware of the material in the plastic waste bag

#### **10.0 HEAD INJURY INFORMATION (CONCUSSION)**

In the instance of a head knock or suspicion of concussion, for the next 24 hours parents/guardians to keep a careful watch over the patient.

The welfare of the player, once the player is in the care of the parent/guardian, is the responsibility of the parent/guardian and the association recommends that any player who loses consciousness attend emergency or a healthcare practitioner immediately.

**ACCIDENT/INJURY REPORT FORM**

Should a player require medical assistance, this form must be handed to the treating doctor, ambulance officer or other relevant health practitioner. If a parent attends the Association in order to take a player for treatment, this form must be given to the parent. A copy must be kept and forwarded to the Association Secretary or President.

**The Player:**

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Team Under: \_\_\_\_\_ Boys/Girls: \_\_\_\_\_

Coach: \_\_\_\_\_ Team Manager: \_\_\_\_\_

Address:

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Date of Birth: \_\_\_\_\_

Name of Parent or Guardian:

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Contact numbers:

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The Association has contacted the parent/guardian:  Yes  No**The accident, illness or injury:**

Date of occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Nature of the illness/injury:

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Treatment provided by the Association: \_\_\_\_\_

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Form completed by: \_\_\_\_\_ Signed: \_\_\_\_\_

Contact number: \_\_\_\_\_