



VICTORIAN CROQUET CENTRE FIRST AID POLICY

Introduction

Croquet Victoria has a responsibility under Workplace Health and Safety to provide for any necessary first aid for its employees and has an implied duty of care for volunteers, players and visitors.

This policy outlines all necessary steps and procedures to discharge those responsibilities.

Equipment

Croquet Victoria will maintain a minimum of three (3) first aid kits, one each in:

- the Tournament Manager's Office (accessible to staff during office hours and the Tournament manager and players during tournaments and events, including out of office hours);
- the kitchen, accessible to all staff working in the kitchen at all hours; and
- undercover in the covered seating area of the shed fronting Court 4, accessible to anyone at all hours.

Croquet Victoria also has a Semi-Automatic External Defibrillator (SAED), located in the main building, on the wall beside the passage to the offices and toilets.

Equipment Maintenance

The Croquet Victoria Administrator is responsible for scheduling and overseeing the necessary maintenance and restocking of first aid equipment.

Training

All Croquet Victoria employees are required to be appropriately qualified in first aid and use of the SAED, and to maintain such qualifications. All Croquet Victoria volunteers, such as Tournament Managers, Tournament Referees, etc., are encouraged to be qualified in first aid and SAED. Croquet Victoria will cover the costs of appropriate training courses for employees and volunteers.

Frequent users of the Victorian Croquet Centre are also encouraged to be first aid and SAED qualified. In some cases, Croquet Victoria will reimburse for part or all of costs incurred in obtaining or refreshing such qualifications.

Incident Reporting

All incidents requiring a first aid response are to be documented by completing Page 9 of the insurance claim form (attached).

Copies of Incident Report Forms to be located in First Aid boxes. This ensures that details are recorded if later medical expenses are incurred.

Forms are to be filed by the Administrator and are to be left in the Tournament Manager's office for her attention in the case of incidents occurring out of office hours.

The claim form is available from the Administrator during office hours, is accessible from the Desktop of the Tournament Manager's computer at all times and copies are also available at file:

<http://croquetvic.asn.au/documents/Sportscover-Accident-Claim-Form.pdf>

Official Report

PLEASE USE BLOCK LETTERS | PLEASE ENSURE THAT ALL QUESTIONS HAVE BEEN FULLY ANSWERED



PLEASE NOTE:

These questions must be completed by an authorised office bearer of the insured Club/Association.
 The Team sheet or Injury Report is a separate document.

PART 6 – INCIDENT REPORT

CLAIMANT'S NAME _____

Date of Injury / / _____

1. Name of Association _____ Club _____

2. Was the player, listed above, registered at the time of the accident? **Yes** **No**

3. Were you a witness to the accident described *(If Yes, please give details)* **Yes** **No**

If you were not a witness, are you satisfied the player was injured on the above date whilst participating in a club game or training session? **Yes** **No**

If **No**, please give reasons _____

PART 7 – DECLARATION BY AN AUTHORISED OFFICE BEARER

I certify that the particulars shown on this form are, to the best of my knowledge, true and correct and hereby authorise this claim to be paid directly to _____ *(claimant)*.

Signature _____ Date / / _____

Print Name _____

Position _____

Address _____

Suburb _____ State _____ Post Code _____

Policy Number _____ Telephone _____