

Medical Emergency



SMARTPLAY

Planning

A practical guide for clubs





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Disclaimer

The information in this guide is general in nature and does not constitute medical advice from your doctor or health care professional. While all reasonable attempts have been made to ensure the accuracy of the information, SMA-VIC cannot accept responsibility for loss, injury, claim or damage resulting from the use or application of information within this guide.

Introduction

This guide is a practical resource to assist clubs to create a safe and enjoyable environment for participation in sports and physical activity.

It will take clubs through a simple planning exercise (a series of critical questions) that will help develop a straightforward, effective medical emergency action sheet that will assist in saving lives.

This resource will assist volunteers at clubs to easily navigate around the sometimes complex issues concerning medical emergency planning. Put simply, it will allow volunteers at clubs to work smarter and not harder in the provision of a safe and enjoyable environment for all.

When creating any action template for medical emergencies, it is important to consider all participants involved, including athletes, officials, coaches, parents, volunteers, staff, sports trainers/first aiders and spectators.

This guide is relevant for

- Sporting clubs
- Other community clubs
- Physical activity groups
- Associations
- Local government authorities
- Recreation centres

State and National Sporting Organisations are welcome to customise this resource. Please contact SMA-VIC to do so.

Tips for creating an easy to use medical emergency action sheet for your club

Do not over complicate the action sheet and planning process.

- An action sheet has to be easy to use when you most need it - in the middle of a medical emergency!

Communicate the action sheet to all at the club.

- Consider many different forms of communication such as in a newsletter, on clubroom walls/notice boards, at information nights, in welcome/induction kits, on websites, in clipboards for coaches/team officials.

Ensure that you have the resources (both personnel and equipment) that you need.

- Ensure all training qualifications, such as CPR, are up to date.
- Ensure that all equipment is in full working order and fully stocked, and that all appropriate people know how to use it. Consider allocating responsibility to one person at the club for managing this.
- Consider your equipment needs and if you actually have all the equipment that is required. The best way to do this is to seek advice from qualified people at your club or your State Sporting Association (SSA).

Provide support with training and education.

- There are a range of courses and resources on the SMA and the Smartplay program websites - make sure that you use them!
- Check with your SSA or other similar clubs about the training and support they provide to their personnel/volunteers.

Realise the need to be flexible and don't reinvent the wheel.

- Always review the effectiveness of your action sheet and think through the many circumstances that it may be needed. The best way to do this is to look at your particular needs and to also ask other clubs, your club personnel, your local council and your SSA.

A simple, effective medical emergency action sheet can be a real marketing tool for your club.

- Consider the impact that it might have on prospective new members (especially parents), local councils and sponsors. It shows the level of organisation and planning at your club and can be a very attractive drawing point!
- It shows the importance that your club places on safety of all members.

Use the expertise at the club already.

- Know the occupations and expertise that your members (or their relatives) have. Chances are that there will be someone with some kind of medical or medical emergency training. Use their skills to assist the club either in the planning process or in a practical way.

Oakleigh Chargers Junior Football Club (OCJFC) is a club dedicated to safety. A supporter of the Smartplay program, OCJFC believes "safety should be the number one priority in sport" which needs to be achieved "at all costs". As a result of the club's total realignment with this philosophy, the club's membership grew by 500% within a four year period. Visit the website www.smartplay.com.au to see how they did it!



Step 1. Thinking through your needs.

A checklist to get started

This checklist is a simple planning exercise (a series of critical questions) to create an action sheet to manage medical emergencies. It will assist you to create an action sheet specifically for your club using the template on pages 8-9. The guidelines will help provide a safe environment for athletes, officials, parents, volunteers, staff, trainers and spectators. This checklist is designed to provide thinking points for your club. Some may not be very applicable, whilst others will be totally suitable for your situation. It is important to create a plan that meets the exact needs of your particular club and community.

Create your own action sheet, provided in this document or by downloading the checklist and template from www.smartplay.com.au

1. Contact details of the club.

- What is the critical information that is needed, especially in the event that you will need an ambulance or police?
- Which contact details need to be recorded? In particular phone details. Should land lines or mobiles be included and whose number should be used?

2. Chain of command/procedure.

- Exactly what will the procedure in an emergency be?
- Who will be in charge?
- Who will call the ambulance? Who will meet the ambulance? Who will ensure that the gates are open and clear?
- How will everyone know who is in charge?
- Check that gates are not locked and if they are ensure that these locks are MAS – all emergency vehicles have a key to open these.
- Is the ambulance access point kept clear?
- Who will have the responsibility of informing parents, next of kin etc?
- How will you debrief after an emergency?
- Who will record information about the incident and where will it be stored?
- Who will follow up with the injured person?

3. Map for area/local knowledge of hospitals or medical clinics

- What are the critical ones for all cases? Think medical, dental, physiotherapy.
- Will they be open/happy to take emergencies?

4. Education, communication and information.

- Where is the action sheet located?
- Does the club have relevant medical information of all of its members? Where is this stored?
- How does everyone at the club know about it and what to do?
- Has the club got enough sports trainers or first aiders? Does this fit into any minimum requirements that might be specific to your sport?
- Have you considered having a practice run?
- Does everyone know of the evacuation procedures?
- Does everyone know where the first aid equipment is located?
- Consider where to put the plan if you do not have a venue or if training is at several other venues away from the club rooms. Clipboards or lanyards with a summary of information are a good substitute.
- Are there other plans that you need to be aware of/comply with such as your local council or venue?

5. Utilise other SMA resources.

- Are you fully utilising what is available? There are many great resources that cover everything from injuries to UV exposure and heat illness. Visit the SMA and the Smartplay program websites regularly and take full advantage of these resources.

vic.sma.org.au; www.smartplay.org.au

Medical Emergency Plan

Step 2. Creating an action sheet

Drop your club details in here

Club name:

Address:

Closest intersection for ambulance:

Club phone number (if applicable):

Club President:

First Aid Officer/Sports Trainers:

In case medical emergency the following person is in charge:

Important local medical contact numbers:

Urgent Medical Emergency 000

Local doctor:

Local dentist:

Local hospital (public):

Local hospital (private):

The closest access point for an ambulance is:

The first aid equipment is located:

Our members' medical information is located:

Map reference:



Sports Medicine Australia and the Smartplay program resources - more great resources for clubs.

Sports Medicine Australia (SMA) and the Smartplay program provides training, resources and insurance for sports trainers, information on first aid and CPR courses.

Smartplay is SMA's sport safety and injury prevention program and carries the slogan 'Warm Up, Drink Up, Gear Up, Fix Up'.

This resource is just one of many by SMA, and its sports safety and injury prevention program, Smartplay, that can assist clubs including:

- Sports specific fact sheets
- Specific injury facts sheets
- Policy guidelines
- Recommended forms
- Women in sport section
- Information on the latest research
- Sports Injury Tracker is an online system that allows community sports personnel to record, store and analyse injuries that are occurring in their sport.
www.sportsinjurytracker.com.au
- CleanEdge is an anti-doping and positive body image in sport website.
www.cleandedge.com.au

And there's more....

Practical and useful risk management information is available from vicsport.

www.vicsport.asn.au/risk-management www.sportrisk.com.au

vic.sma.org.au