



# CHRISTIAN SCHOOLS EVENTS NETWORK

## FIRST AID POLICY

DATE OF POLICY IMPLEMENTATION: MAY 2020

DATE OF NEXT MAJOR REVIEW: FEBRUARY 2023

APPROVAL AUTHORITY: CSEN COMMITTEE

GOVERNING AUTHORITY: CSEN BOARD

RESPONSIBLE OFFICER: CSEN EXECUTIVE OFFICER

### FIRST AID ASSISTANCE

Christian Schools Events Network is mindful of the need to provide appropriate First Aid assistance at CSEN events. This first aid assistance needs to be provided in a cost-effective manner, taking into account duty of care and safety of participants. Depending upon the event, this will be a mix of specialist provision of first aiders and reliance on the expertise of staff present.

As well as the CSEN having obligations, each school has an obligation to its own students to ensure that all staff attending CSEN events has an appropriate level of first aid and emergency training. It is up to each school to determine the level of training it determines appropriate for their staff – but other schools have the right to expect that there is a basic level of expertise provided by any school attending an event. All schools are expected to provide their own mobile phone(s), first aid kit, emergency contact details, and health information about any students with special health needs, as well as the CSEN Emergency Contact Information sheet.

At major championships (Cross Country, Swimming and Athletics), CSEN will provide trained first aiders, organised by the CSEN Executive Officer. This does not lessen the responsibility of individual schools for the welfare of their own students or their responsibility to send appropriately equipped and trained staff. The additional provision of first aid at swimming will be via the lifeguards at the pool, who are all Level 2 First Aid trained.

At sport championships, CSEN will provide trained first aiders, organised by the CSEN Executive Officer. This does not lessen the responsibility of individual schools for the welfare of their own students or their responsibility to send appropriately equipped and trained staff.

At rally days, lightning premierships, gala days and cultural events, CSEN does not provide trained first aiders. School staff that accompany teams are expected to provide first aid for their students at these events.

At National Christian Schools Sports events, CSEN does not provide trained first aiders. School staff that accompany teams are expected to provide first aid for their students at these events. NCSS Officials are all trained in first aid and will assist students while on tour. NCSS sporting venues have medics on site.

### STUDENT MEDICAL INFORMATION

Schools are expected to have an up to date register of participating student's details, including their medical conditions with them at all times while at CSEN sport and cultural activities.



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### CRITICAL INCIDENT AND EMERGENCY RESPONSE

If teachers / staff need to call an ambulance for a member of a school or public at a CSEN sport or cultural event, they must do so. Once the ambulance has been called, they (or a delegate) are to notify the CSEN Executive Officer as soon as practicable after the ambulance has been called.

### INCIDENT REPORTING PROCEDURE

All major incidents that occur in a CSEN sport or cultural activity must be reported to the CSEN Executive Officer within 3 working days of the incident taking place. This includes but is not limited to serious injuries that require hospital admission, broken bones, incidents where a student reports to an emergency department.

Injury reports are to be forwarded to the CSEN office at the end of each term.

### HYDRATION

Students must be reminded by sports coaches / teachers to drink water before, during and after CSEN competitions to reduce the likelihood of dehydration.

### SUN SAFETY

#### Rationale

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of developing skin cancer. Australia has the highest rate of skin cancer in the world. Skin cancers account for 81% of all new cancers diagnosed in Australia each year. Melanoma is the most diagnosed cancer for 15 – 44 year olds. This policy is to be followed from the beginning of September until the end of April at all CSEN activities when UV radiation is most intense in Victoria.

#### Objectives

The goals of the Sun Safety Policy are to:

1. Increase student and community awareness about skin cancer and sun protection
2. Encourage all CSEN participants to use a combination of sun protection measures from September to April
3. Assist students to be responsible for their own sun protection



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Christian Schools Events Network Sun Protection strategies:

1. All students and staff should use a combination of sun protection measures throughout the day to ensure they are well protected. Particular care is taken between 10 am and 2 pm (11 am and 3 pm daylight saving time) when UV levels reach their peak.
2. Clothing - Sun protective clothing should be included in each school's sports uniform.
3. Hats - Students are also required to wear broad brimmed hats that protect their face, neck and ears, whenever they are outside.
4. Sunscreen - SPF 30+ broad spectrum, water resistant sunscreen should be made available by each school for use by their students at CSEN sporting activities.

### **Role Modelling**

CSEN staff and school staff should act as role models by:

1. Wearing sun protective hats, clothing and sunglasses outside.
2. Seeking shade whenever possible.
3. Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses and sunscreen) when attending CSEN activities.

### **CONCUSSION**

Any student that is suspected to have concussion is to be removed from the match immediately and must not return to CSEN competition until a medical clearance has been given 14 days post incident. Schools are to accurately record these details for their students and archive any documentation. As per the Incident Reporting Policy, the CSEN Executive Officer is to be notified.

Prior to all AFL matches, the coach of the team must:

1. Sign the scoresheet indicating that to the best of their knowledge all players have not suffered a concussion in the previous 14 days at any level of sport, including community and school prior to a match.
2. Have downloaded and use the head check app in a match if any player suffers a suspected concussion.
3. Agree with all coaches, umpires and players involved with the sport of "if in doubt, sit them out".

### **RECOGNIZE & REMOVE**

Concussion should be suspected if one or more of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion. Any one or more of the following visual clues can indicate a possible concussion:
  - Loss of consciousness or responsiveness
  - Lying motionless on ground / Slow to get up



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- Unsteady on feet / Balance problems or falling over / Incoordination
  - Grabbing / Clutching of head
  - Dazed, blank or vacant look
  - Confused / Not aware of plays or events
2. Signs and symptoms of suspected concussion. Presence of any one or more of the following signs & symptoms may suggest a concussion:
- Loss of consciousness - Headache
  - Seizure or convulsion – Dizziness
  - Balance problems - Confusion
  - Nausea or vomiting - Feeling slowed down
  - Drowsiness - “Pressure in head”
  - More emotional - Blurred vision
  - Irritability - Sensitivity to light
  - Sadness
  - Amnesia
  - Fatigue or low energy - Feeling like “in a fog”
  - Nervous or anxious - Neck Pain
  - “Don’t feel right” - Sensitivity to noise
  - Difficulty remembering - Difficulty concentrating
3. Memory function. Failure to answer any of these questions correctly may suggest a concussion.
- “What venue are we at today?”
  - “Which half is it now?”
  - “Who scored last in this game?”
  - “What team did you play last week / game?”
  - “Did your team win the last game?”

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

**Remember:** In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.

- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.



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### **RED FLAGS**

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain - Deteriorating conscious state
- Increasing confusion or irritability - Severe or increasing headache
- Repeated vomiting - Unusual behaviour change
- Seizure or convulsion - Double vision
- Weakness or tingling / burning in arms or legs

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013 © Concussion in Sport Group concussion in Sport Group Pocket CONCUSSION RECOGNITION TOOL™

### **INFECTIOUS DISEASES / BLOOD BORNE PATHOGENS**

Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed by all teachers / CSEN staff / first aid providers at any CSEN sport or cultural event:

1. Advise the convener on duty. The convener should be aware of the individual(s) doing the actual clean-up and the purpose of the clean-up.
2. Clean up the spilled fluids as follows:
  - a) Put on protective gloves.
  - b) Spread the absorbent material on the spilled body fluids, (e.g., paper towels).
  - c) Neutralize the potential pathogens with a 10% bleach-with-water solution. Cover the spill for 15 minutes.
  - d) Use paper towels to pick up material as best possible. Place all potentially contaminated materials in a leak-proof plastic bag.
  - e) Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof bag.
  - f) Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside-out and place in the bag.
  - g) Secure the bag and discard it as other trash.
  - h) Wash hands thoroughly in hot, soapy water.



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### **DRUG TESTING**

CSEN complies with the current ASADA Drug Testing Policies and Procedures and expects students that are part of the Registered Testing Pool of athletes to notify ASADA of their intention to compete in CSEN events.