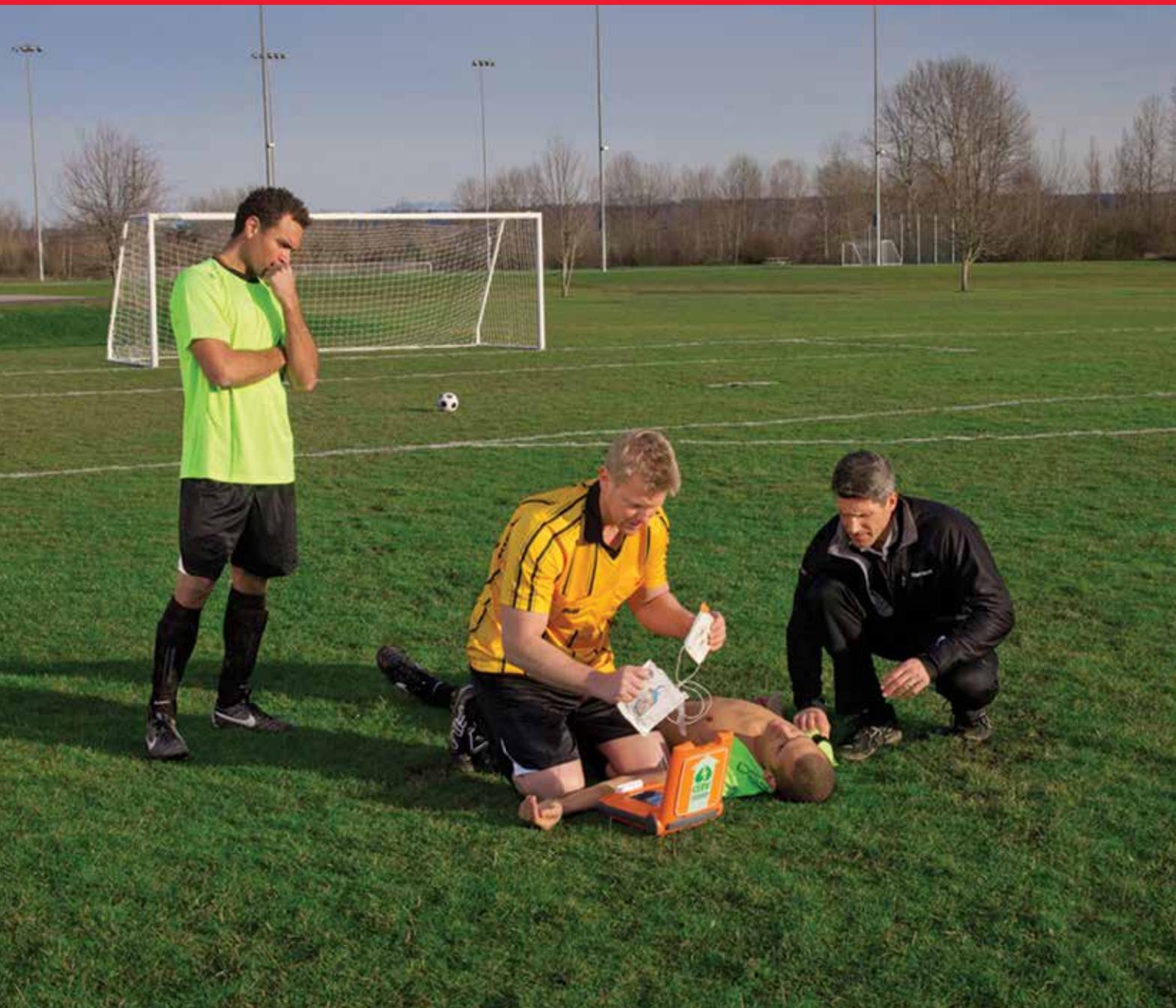


# Medical Emergency Planning



A practical guide for community clubs





### **Acknowledgements**

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### **Disclaimer**

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

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# Introduction

This guide is a practical resource to assist clubs to create a safe and enjoyable environment for participation in sport and physical activity and be prepared for a medical emergency.

It will take clubs through a simple planning exercise (a series of critical questions) that will help develop a straightforward, effective Medical Emergency Plan that will help 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 plan for medical emergencies, it is important to consider all participants involved, including athletes, officials, coaches, parents, volunteers, staff, sports trainers/first aiders and spectators.

# Tips for creating an easy to use Medical Emergency Plan for your club

## ***Before you get started***

### ***Do not over complicate the Plan and the planning process.***

- Any Plan has to be easy to use when you most need it - in the middle of a medical emergency!

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

- Always review the effectiveness of your Plan and think through the many circumstances that it maybe needed. The best way to do this is to use this document as a starting point then look at your particular needs and also ask your club personnel, other clubs, your local council and your SSA.

### ***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. ie. as a first aider.
- Appoint a person to manage the process
- Bring together key personnel to help develop the plan
- Include line items in your budget for first aid/emergency equipment and training

## ***Putting it in place***

### ***Communicate the Plan to all at the club.***

- Consider many different forms of communication you can use such as in newsletter, on clubroom walls/notice boards, at information nights, via social media, in welcome/induction kits, on websites, in clipboards for coaches/team officials. Make sure you document your ideas to help get the message out.
- Consider how you will have the plan communicated to any visiting teams/players/officials.

**Putting it  
in place  
(cont)**

***A simple and effective Medical Emergency plan can be a fabulous 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.

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

- Ensure all training qualifications, including First Aid, defibrillator and CPR, are up to date.
  - 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, facility or your State Sporting Association (SSA)
  - Budget to buy equipment (including restocking)
  - Ensure that all equipment is in full working order and fully stocked, and that everyone knows how to use it. If you have a defibrillator ensure that it is registered with Ambulance Victoria. Consider allocating responsibility to one person at the club for all of these needs.
- Smartplay program websites - ensure that appropriate club personnel put them to use!
- Check with your SSA or other similar organisations about the training and support they can provide to your personnel/volunteers.

***Provide support with on-going training and education.***

- There are a range of courses and resources on the SMA and the Smartplay websites.
- Encourage personnel to update skills by attending training/refresher courses.
- Consider budgeting to subsidise training of your volunteers.

***Review and practice your plan annually.***

- Consider allocating this responsibility to one person to organise.

# Step One: Thinking through your needs

## A checklist to get started

This checklist is a series of critical questions and thinking points to help you create a plan to manage medical emergencies, specific to the needs of your organisation. Some may not be applicable, whilst others will be suitable for your situation. The guidelines will help provide a safe environment for athletes, officials, parents, volunteers, staff, trainers and spectators.

**Create your own plan by downloading the template from [www.smartplay.com.au](http://www.smartplay.com.au)**

### 1. Important details

- What is the critical information that is needed, especially in the event that you will need emergency services? Consider the effectiveness of mobile phone reception in your area and a possible alternative if it is intermittent.
- Which critical contact details need to be recorded? In particular phone details and photos of key personnel.
- Location of critical first aid equipment, including defibrillator and location of keys for any gates.

### 2. Chain of command/procedure.

#### During

- Exactly what will the procedure in an emergency be?
- Who will be the Designated Emergency Coordinator, and how will everyone know who this is? Consider the use of a fluoro vest to make this clearer.
- Who will call the emergency services? Who will meet the emergency services? Who will ensure that the gates are open and clear?
- 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 emergency services access point kept free?
- Who will have the responsibility of informing parents, next of kin etc?
- Who will look after by-stander management and welfare?

#### Post

- How will you debrief, and ensure the mental health of all involved, after an emergency? Consider using resources such as Beyond Blue, and Lifeline if needed.
- Who will record information about the incident and where will it be stored?
- Who will be following up with the injured person/s?

### **3. Contact Details**

- 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 plan 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 the plan and what to do?
- Does everyone know where the first aid equipment and defibrillator is located?
- How is the plan communicated to visiting teams prior to the start of play?
- Has the club got enough qualified sports trainers or first aiders? Does this fit into any minimum requirements that might be specific to your sport?
- Does everyone know of the evacuation procedures?
- When is your practice run scheduled of your evacuation and medical emergency plans?
- 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.
- Also consider how to communicate this plan if you host big events where most of the people present will be non-club personnel.
- Are there other plans/reporting actions that you need to be aware of/comply with, such as those of your local council, hire/facility agreement, insurers or venue?

### **5. Utilise other SMA resources**

- Are you fully utilising what is available? There are many great resources that cover everything from preventing/managing injuries to concussion guidelines, heat illness and UV exposure guidelines. SMA will be able to provide advice in terms of changes or when new issues arise.
- Visit the SMA and the Smartplay program websites regularly and take full advantage of these resources. [sma.org.au](http://sma.org.au); [www.smartplay.com.au](http://www.smartplay.com.au)
- Is there a SMA profession member in nearby practice that can assist your organisation?

# Further resources and assistance from Sports Medicine Australia (SMA) and other organisations

## SMA Programs

Sports Medicine Australia (SMA) manages a number of programs which promote optimal health, well-being and lifestyle disease prevention through physical activity. A number of these programs provide support to sporting and active communities to prevent and manage sports injury, one of the key barriers to participation in physical activity and to promote the associated benefits, one of which is reduced chronic disease.

### These programs include:

#### **Smartplay** [smartplay.com.au](https://smartplay.com.au)

- Smartplay is a sport safety and injury prevention program. Smartplay aims to reduce the incidence and severity of sport and recreation injuries and carries the slogan 'Warm Up, Drink Up, Gear Up, Fix Up' which represent simple yet important injury prevention practices for all sports participants, coaches and administrators.
  - Sports specific fact plans
  - Specific injury facts plans
  - Policy guidelines
  - Recommended forms (such as Medical form)
  - Women in sport section
  - Information on the latest research

#### **CleanEdge** [cleanedge.com.au](https://cleanedge.com.au)

- CleanEdge is an educational resource and information hub that explores healthy ways to enhance performance, the facts about, and the consequences of, doping in sport. It also provides information about body image and overtraining. The website targets those participating at all levels of community sport, including those aspiring to reach their next sporting dream.

#### **Sports Injury Tracker** [sportsinjurytracker.com.au](https://sportsinjurytracker.com.au)

- Sports Injury Tracker is the first online sports injury surveillance system developed for community sport in Australia. It enables sports injuries to be recorded, stored safely and analysed to assist community sporting organisations to analyse their data and assist in developing strategies to address their sports injury issues. Sports Injury Tracker is free and easy to use.

## And there's more....

### **Vicsport** [www.vicsport.com.au](http://www.vicsport.com.au)

Practical and useful Risk Management information is available from vicsport

### **Australian Sports Commission** [www.ausport.gov.au](http://www.ausport.gov.au)

Offers up-to-date information on the structure and organisation of sport in Australia, including practical assistance for clubs.

### **Play By The Rules** [www.playbytherules.net.au](http://www.playbytherules.net.au)

Provides education, information and resources for individuals and clubs to ensure that sport is safe and free from discrimination and harassment.

### **Regional Sports Assemblies** [www.regionalsportvictoria.org.au](http://www.regionalsportvictoria.org.au)

Regional Sports Assemblies support local sport, providing a range of workshops and information.

### **ClubHelp** [www.clubhelp.org.au/healthy-clubs/injury-prevention](http://www.clubhelp.org.au/healthy-clubs/injury-prevention)

The injury prevention section of the ClubHelp website contains a 'safe' club assessment tool developed by Sports Medicine Australia which enables clubs to assess their injury prevention and management strategies. Clubs can complete the assessment tool then download an ideas for action sheet which contains tips and links to resources which can be used to address their specific injury prevention and management issues.

## Key information to provide when calling 000

- address of venue and phone number of someone with patient,
- what happened,
- age and gender of patient,
- awake status,
- breathing status

## When an incident occurs

- Get someone to call 000 and to go to the ambulance point
- Send person for defibrillator
- Open airway
- Pump chest (Perform CPR)
- Ask someone to manage/support bystanders



# Medical Emergency Plan

## Step Two: Creating a Medical Emergency Plan

*Add details*

Club name:

Address:

Club phone number (if applicable):

Club President and contact number:

In case of medical emergency the following person is in charge  
(insert photo if applicable):

First Aid Officer/Sports Trainers and contact numbers  
(insert photo if applicable):

The first aid equipment is located:

The defibrillator is located:

Our members medical information is located:

Closest intersection for emergency services:

The closest access point for an emergency services is:

Important local medical contact numbers:

Local doctor

Local dentist

Local hospital (public)

Local hospital (private)

Map reference:

**Urgent Medical Emergency - Dial 000**

Please note the secondary emergency number is 112

# This resource is relevant for

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



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