



NIDDRIE GYMNASTICS

Heat Policy

DATE OF ISSUE: May 2009
UPDATED: March 2019
CONTROLLING BODY: NIDDRIE GYMNASTICS Committee

Emergency Procedures and Evacuation Plans are posted around the gym at various locations.

UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN

EVACUATION

1. Remain calm.
2. Alert the most Senior Coach present, who will direct the evacuation and sound the alarm to evacuate the building. A continuous whistle blowing will signal the evacuation.
3. Administrators/Parents/Visitors are to evacuate the building in an orderly manner through the safest exit, to the designated assembly area and follow instructions from the Senior Coach.
4. Senior Coach to collect Emergency Form Folder from the office and Coaches to collect class rolls and move their group in an orderly manner through the safest exit, to the designated assembly area.
5. Coaches to conduct head count at the assembly area. Report any missing persons to the Senior Coach. If all are present, remain with your group and stay calm until allowed to leave.
6. The Senior Coach (or delegated responsible person) will check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If necessary, the Senior Coach (or delegated responsible person) will contact Emergency Services (000), stating:
 - a. Name & position
 - b. Telephone contact number
 - c. Location
 - d. Emergency type
 - e. Casualties/Unaccounted people
 - f. Assistance required
 - g. Known hazards
8. Attend to those in need of first aid.
9. Do not re-enter the building until directed by the Senior Coach.

Departure from Evacuation Point

Departure from the evacuation point will take place only at the direction of the Senior Coach.

Follow-up

A follow-up will be conducted by Head Coach or Club Committee within 7 days, or as soon as practical, to ensure issue is fixed.

Reporting

- Senior Coach on Duty to submit a written report to the Head Coach/Committee as soon as possible. Ensure that all witness details available are recorded.
- Any questions relative to the Emergency should be directed to the Head Coach or Club President.

FIRE

1. Remain calm.
2. Alert the Senior Coach (most senior coach present), who will direct the action to be taken.
3. If the fire is small, the Senior Coach may fight it with a fire extinguisher or fire hose.
4. The location of Fire Extinguishers and Fire Hoses is marked on the Evacuation Plan.
5. Ensure the correct extinguisher for the type of fire is used. If you are not sure, check the label on the extinguisher. Do not attempt to use a fire extinguisher if you have never been instructed on how to use one
6. If Evacuation is announced by the Senior Coach, follow FIRE EVACUATION PROCEDURES.

FIRE EVACUATION

1. Remain calm.
2. Alert the most Senior Coach present, who will direct the evacuation and sound the alarm to evacuate the building. A continuous whistle blowing will signal the evacuation.
3. Administrators/Parents/Visitors are to evacuate the building in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area and follow instructions from the Senior Coach.
4. Coaches are to collect class rolls and move their group in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area.
5. Coaches to conduct head count at the assembly area. Report any missing persons to the Senior Coach. If all are present, remain with your group and stay calm until allowed to leave.
6. The Senior Coach (or delegated responsible person) will check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building.
8. If necessary, the Senior Coach (or delegated responsible person) will contact Emergency Services (000), stating:
 - a. Name & position
 - b. Telephone contact number
 - c. Location

- d. Emergency type
 - e. Casualties/Unaccounted people
 - f. Assistance required and
 - g. Known hazards
9. Attend to those in need of first aid. 10. Do not re-enter the building until directed by the Senior Coach.

Follow-up

A follow-up will be conducted by Head Coach or Club Committee within 7 days, or as soon as practical, to ensure issue is fixed.

Reporting

- Senior Coach on Duty to submit a written report to the Head Coach/Committee as soon as possible. Ensure that all witness details available are recorded.
- Any questions relative to the Emergency should be directed to the Head Coach or Club President.

INJURY / ACCIDENTS

1. COACHING STAFF

- All Coaches to undertake First Aid training as required for Accreditation
- ON CLASS ROLLS - M column represents a medical condition that may affect the child's gym, a copy of their medical history from their Enrolment Form will be in the class roll. If an A appears in this column the child has a history of asthma and a copy of their Asthma First Aid Action Plan will be in the class roll. The Action Plan should be followed if the child is suffering from asthma during class. **[Coaches are reminded that all information on Enrolment Forms is confidential]**

2. IF AN ACCIDENT OCCURS

1. Stop the class activity and prevent the injured participant from moving or being harmed by further activity.
2. Ensure the rest of the class is safe (hand your group over to another coach to take away to another part of the gym).
3. Request assistance from the First Aid Officer (most senior qualified First Aid personnel) to assess the nature of the injury and give directions regarding necessary treatment.
 - a. Talk to the participant
 - i. What happened?
 - ii. How did it happen?
 - iii. What did you feel?
 - iv. Where does it hurt?
 - v. Have you injured this part before?
 - b. Observe whilst talking to the participant:
 - i. Is the participant distressed?
 - ii. Is the participant lying in an unusual position/posture?

- iii. Is there any swelling?
- iv. Is there any difference when compared to the opposite limb?

NOTE: THE COACH MUST STAY WITH THE INJURED PARTICIPANT AT ALL TIMES

3. APPLYING FIRST AID

Minor Injury:

1. Review the participants Medical Form
2. If the gymnast appears to have a serious neck or back injury, DO NOT move them, call for assistance immediately.
3. Disposable gloves must be worn when treating injuries. Gloves are located in the First Aid kit.
4. Ice packs are in the freezer
5. First Aid Kit and First Aid Manual is located in the gym.
6. Further Action:
 - a. After treatment assess whether gymnast can continue in class
 - b. If child is unable to continue in class - contact parents to collect child.

Serious Injury:

1. Do not move the participant if there is a suspected neck or spinal injury, unless there is a life threatening danger (i.e., falling debris, fire, explosion). Stay with the participant and keep them as calm and comfortable as possible.
2. Review the participants Medical Form and check Danger/Response/Airway/Breathing/Circulation or administer other first aid, as required.
3. Call an ambulance (000), stating:
 - a. The nature of the injury
 - b. Name and age of gymnast
 - c. Address & Phone number you are calling from
4. Telephone the parents/emergency contact (Phone number and Emergency numbers on Enrolment Forms in the Office) and inform them of the situation, trying not to alarm them unnecessarily. When talking to parents, DO NOT make any diagnosis other than the obvious (e.g. Jane hurt her leg) and DEFINITELY do not accept or place blame for the accident on anyone.
5. Contact the Head Coach.

4. REPORTING

Injury/Accident Forms are located in First Aid Manual and in the Office

- Complete Injury Report detailing injury, treatment and further action required
- Ensure that all witness details available are recorded.
- Copy Injury Report for parents if needed
- Give out Information Sheet if needed
- Leave completed Injury Report on Head Coach's desk
- Coach or Head Coach to follow up on recovery progress of injury.
- Head Coach to enter details in Accident Register and file original form in Accident Record File. The original form must never be removed from Niddrie Gymnastics.
- Information on the Accident Database will be utilised for identifying injury prevention measures.

5. REFERRALS

Recommended Sports Injury Doctors/Physios are on Emergency Phone List in office.

6. INSURANCE

- All Club Members are covered for [Personal Accident Insurance](#) as a part of their Gymnastics Victoria Registration fee. Gymnasts may claim for non-medicare (and non-health fund) expenses resulting from injury sustained through gymnastic activity.
 - To lodge a Claim:
 - Log onto [Sportscover Australia](#) and complete the Claim Form Request. This will enable Sportscover to record your intention to claim and allow their office to issue you with all the appropriate claim documents you require to submit your claim.
 - Once you have completed all sections of the claim form and have returned the completed claim form to Sportscover you will then receive your claim number and internet access pin via post or email.
 - Once you have received your PIN from Sportscover you can monitor your claim progress by visiting the Sportscover website and hit the claims link or you can contact Sportscover direct on the Claims Hotline phone number – 1300 134 956.
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MISSING CHILD

In the event of a child missing from the club, the following procedure must be followed:

1. Ensure the rest of the class is safe (hand your group over to another coach).
2. Check immediate areas, including all inside, outside and adjoining areas.
3. Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily. When talking to parents, DO NOT make any diagnosis other than the obvious (e.g. Jane is missing) and DEFINITELY do not accept or place blame on anyone.
4. If child is not at home, telephone Police and provide:
 - a. Child's name
 - b. Address
 - c. Time noticed missing.

Follow-up

A follow-up will be conducted by Head Coach or Club Committee within 7 days, or as soon as practical, to ensure issue is fixed.

Reporting

- Senior Coach on Duty to submit a written report to the Head Coach/Committee as soon as possible. Ensure that all witness details available are recorded.
- Any questions relative to the Emergency should be directed to the Head Coach or Club President.

UNAUTHORISED PERSON ON PREMISES

In the event of an unauthorised person on the premises or attempting to remove a child from the club premises:

- Remain calm
- Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self protection
- Request that the person leaves the premises and if they fail to do so, Senior Coach on duty to call the Police (000)

In the event of an attempt to remove a child from the premises

- If possible, call other staff to remove the child from the immediate area of the unauthorised person.
- Get a good description of the person. Note height, weight, sex, ethnicity, approximate age, clothing, method and direction of travel and name if known.
- If a vehicle is involved, note the license number, make, model, colour and any other outstanding features of the vehicle.
- Senior Coach on duty to telephone the police and the parent or guardian immediately.

Follow-up

A follow-up will be conducted by Head Coach or Club Committee within 7 days, or as soon as practical, to ensure issue is fixed.

Reporting

- Senior Coach on Duty to submit a written report to the Head Coach/Committee as soon as possible. Ensure that all witness details available are recorded.
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