

# INJURY POLICY & PROCEDURES

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## **SCGC Management System**

Prepared for SCGC Staff and Members



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# **1 Introduction**

## **1.1 Purpose**

The purpose of this document is to detail the Club's Injury Policy & Procedures to its coaches and administration staff.

## **1.2 Scope**

The document covers all injuries occurring in the gym and its surrounds and includes specific references to concussion related injuries. The policy applies to participants who are injured in the SCGC venue or outside the venue, such as at home or at school.

# **2 Policy statement**

The Southern Canberra Gymnastics Club (the Club) is committed to the safety and welfare of its people and to providing a safe environment for the staff, the gymnasts, and visitors to the Club.

To minimise the risk of injuries the Club will ensure that:

1. all hazards and/or potential hazards in the office spaces, general gym area, its surrounds, and the equipment in the gym are continually assessed and when any hazard is identified take appropriate corrective action immediately.
2. all lesson plans and teaching procedures are safe and in accordance with the relevant standards.
3. appropriate numbers of first-aid qualified staff members are maintained, and their qualifications regularly reviewed and updated and that all appropriate first-aid kits and associated equipment are readily available in the gym.
4. the Club will develop policies and procedures for the management of suspected concussion related injuries.
5. all staff are required to regularly appraise themselves of this policy and the related procedures and remain competent to take the applicable actions in the event of an accident or injury.
6. if an injury does occur in the gym or in its surrounds, the procedures are followed fully, that the applicable staff or committee member will follow-up with the injured person as appropriate and that for staff and gymnasts their return to work/training is properly managed and that a medical clearance is provided before they can resume coaching or training.
7. all injuries and incidences regardless of how minor will be fully recorded and all actions properly documented.
8. This document will be posted on the SCGC website and all members regularly reminded of the relevant requirements and obligations of all members and participants.

# **3 Injury management**

## **3.1 General principles**

This section should also be read in conjunction with the SCGC Work Health and Safety Plan and the SCGC Concussion Management Policy and Guidelines.

If anyone should injure themselves in gym and/or the surrounds, the coach or staff member involved must:

1. If the injury is not serious or life threatening, sit the child down and assess the injury and any potential dangers.

- a. If injury not severe, offer ice / Band-Aid / rest (whichever applies). If unsure ask a supervisor or a senior coach to assess the injury for you.
  - b. If bleeding call the Administration Manager or senior coach immediately (they are Senior First Aid qualified). Keep others away from infected area. (disposable gloves are available throughout the gym and reception areas and must be used in all cases of bleeding). Area is to be thoroughly cleaned and disinfected after the injured person has been removed from the area.
2. If injury is considered to be severe, including suspected concussion (even if subsequent analysis proves it not to be severe) call for the Administration Manager and/or a Program Manager/senior coach immediately. All of these coaches are Senior First Aid Qualified.
- a. Do not attempt to move gymnast at all before a suitability qualified coach or person assesses the situation.
  - b. If concussion is suspected, the gymnast or staff member must immediately be stopped from training or doing any gymnastics activities and the SCGC concussion management policy applied.
  - c. The Administration Manager to call:
    - i. If a gymnast is injured – the parents if the gymnast unable to continue lesson. If the Administration Manager is not in the gym then the relevant Program Manager is to call the parents.
    - ii. If a staff member is injured – their partner/parents as applicable.
    - iii. If a parent/visitor is injured – their partner/parents as applicable.
  - d. The Administration Manager must determine quickly whether or not to call for ambulance service and action accordingly.
  - e. If the Administration Manager is not in the gym then the relevant Program Manager is to determine whether or not to call the ambulance.
  - f. Should a parent/visitor to the gym be medically qualified (doctor or nurse) and providing they can show appropriate evidence then they are likely to immediately offer assistance and that assistance should be accepted.
3. In the unlikely event of death or an extremely serious/grave injury, call the Emergency Services and the Police and immediately remove the other children from the gym together with their parents as well as all other coaches who were not involved and not a witness to the event. If appropriate a suitably first aid qualified person should start CPR and area should be cordoned off until the emergency services/police arrive. Ensure that all witnesses to the event remain available for the emergency services/police. Counselling services will be arranged by the Club for all those involved.
4. Fill in Injury Report Form. (found in folder next to First Aid Kit).

### **3.2 Management of Suspected Concussion**

In the event of a participant suffering a suspected concussion, the participant must immediately be removed from all training or gymnastics activities.

The SCGC Concussion Management Policy and related Procedures are to be immediately referred to.

The Administration Manager and/or the relevant Program Manager must also refer to the Concussion Recognition Tool V6 (CRT6) copies of which are displayed throughout the facility.

### 3.3 Emergency procedures

In the event of a serious injury or life-threatening injury, and especially in the event of any concussion “Red Flag” symptoms, the Club’s Emergency Procedures are to be applied.

If necessary, the Administration Manager/Program Manager should seek medical assistance from the Erindale Medial Centre (across McBryde Cres).

In all instances of severe or perceived life-threatening injuries, the Administration Manager is to ensure that all aspects of the event are fully recorded and should not move any of the equipment that might have been involved or contributed to the injury until advised that it is OK to do so by the appropriate authority (generally the police in severe injury or death circumstances).

### 3.4 For Injuries Suffered away from the SCGC Venue

Parents and participants (as appropriate) are to be advised that they must report any injury to a gymnast that has occurred externally to the Club, e.g. at home or at school so that the Club and the related coaches are aware of the injury and any potential impact on the gymnast’s (or staff member’s) training regime.

The parents/participants must be asked to provide details of the injury and any relevant rehabilitation programs,

The injury advice is to be provided in writing to the Club as follows:

1. Emailed or handed to the relevant Program Manager:
  - a. MAG [Dave@southerncanberra.net](mailto:Dave@southerncanberra.net);
  - b. WAG [Carlene@southerncanberra.net](mailto:Carlene@southerncanberra.net)
2. Cc’d to the Club’s Administration Manager at [gymclub@southerncanberra.net](mailto:gymclub@southerncanberra.net) (an acknowledgement of receipt of such advice must be sent immediately by return email).
3. It is acceptable for the participant’s parent or the participant (as appropriate) to contact Program Manager or the Administration Manager by phone and advise the details of such injuries. In such instances, the Program manager must ensure that the Administration Manager is informed of the injury details. The Administration Manager will log the details in the Injury Register and follow-up with the participant to confirm the accuracy of the details recorded.
4. It is not acceptable for a child to advise the club and/or a Program Manager or their coach of the details of their injury or their recovery/rehabilitation program, including any return to training protocols without any associated formal parent advice and/or detailed requirements provided by a medical practitioner.
5. Participants must be advised of the return to training requirements detailed in 3.6 including the requirement for a medical clearance (subject to the severity of the injury) before they can return to training.
6. Social media platforms (of any form) are NOT acceptable means of communicating an injury due to the fact that all applicable people may not be on all platforms and when using group chat platforms such as WhatsApp the large number of messages being posted at any time can easily result in the notification of an injury being missed.

### 3.5 Follow-up

The Administration Manager and relevant Program Manager are to maintain contact with the parent and, if appropriate, the gymnast or person concerned, during the recovery/recuperation period.

## 3.6 Gymnast Return to Training

For serious injuries, i.e. where the gymnast or staff member has not been able to coach or train and/or had to see a doctor, a medical clearance is required before the gymnast /staff member is allowed to resume coaching/training. The Club considers concussion to be a serious injury and a participant who has suffered concussion either in the SCGC venue or elsewhere is not allowed to return to training or competition without a medical clearance.

Subject to the severity and type of injury, this does not exclude the program manager from allowing the gymnast to undertake specific flexibility and/or stretching drills and the like prior to the resumption of full training providing this has been cleared by a medical doctor or practicing physiotherapist (for applicable injuries).

Staff members/ and gymnasts and their parents must be advised of this medical clearance requirement during the recovery period.

The staff member or gymnast must not enter the gym or undertake any activities until a medical clearance has been received by the Club. This is to ensure the gymnast does not inadvertently void any subsequent insurance claim,

If appropriate, the Program Manager may develop a specific program for the injured coach or gymnast to be applied during the period leading up to the full resumption of work or training. The SCGC 4 Step Graduated Return To Training framework is to be used as a guide.

For all serious injuries SCGC will err on the side of caution especially for an injured child. The Administration Manager will maintain contact with the parents or the staff member to ensure all return to training/work protocols or medical restrictions are understood by all and managed accordingly. Parents/staff should also be proactive in contacting the Administration Manager (not the coach direct) regarding specific recovery and/or return to training/work matters.

SCGC will NOT accept such information simply being told to the Administration Manager and/or a coach by a child without documented evidence, including formal advice from the parents and/or a detailed medical clearance.

### 3.6.1 Medical Clearances

A Medical Clearance is the process by which the health and fitness of a participant is assessed by a medical doctor and determines whether it is reasonably safe or unsafe for the participant to return to physical activities. The clearance may include specific restrictions or protocols for the Club to follow, including a gradual return to full training.

Medical clearances are also a condition precedent for liability cover by our (GA's) insurer.

1. Medical clearances are to be provided by email to the applicable Program Manager (MAG [Dave@southerncanberra.net](mailto:Dave@southerncanberra.net) and WAG [Carlene@southerncanberra.net](mailto:Carlene@southerncanberra.net)) and to Administration Manager at [gymclub@southerncanberra.net](mailto:gymclub@southerncanberra.net)
2. It is acceptable for the participant's parent or the participant (as appropriate) may contact the Club's Administration Manager and/or the Program Manager by phone to advise that a medical clearance is available and that they will provide the clearance to the Program Manager or Administration Manager on arrival for training.
3. Social media platforms (of any form) are NOT acceptable means of communicating the availability of a medical clearance and a gymnast will not be permitted to return to training unless the Administration Manager has received the clearance and has advised the applicable Program Manager and coach(s) that the clearance has been received, that the gymnast may resume training and any restrictions and protocols associated with the return to training.

## 4 Injury/Incident Report Form

The Administration Manager must maintain an Injury/Incident Report Form.

This Form is to be completed for all injuries regardless of severity and regardless of the person injured, i.e. also to be filled out if injury is to a parent or spectator.

## 5 Injury/Incident Register

The Administration Manager must maintain a register of all injuries/incidents. The register must include all details of the injury and whether a medical clearance is required and the date and time of receipt of the medical clearance.

## 6 Injury Analysis

The Club will conduct regular analysis of the Injury Register to determine trends and/or matters for management attention.

Some trends/issues will be immediately obvious, for example, 2-3 similar injuries on the same piece of equipment within 1-2 sessions. In such cases, remedial action is to be taken immediately, for example, improve matting, oversight coaching techniques, change equipment etc.

Nonetheless, the Operations Manager together with the Administration Manager and the Program Managers, will undertake a review of the injury register each term to determine any trends or potential risk areas. Appropriate action is to be taken as soon as any such trends or potential risk areas emerge. Perceived risks and their proposed treatments must be included in the Club's risk register.

## 7 Application

This procedure applies to all Club employees and volunteers and applies regardless of the injury occurring in the Club's venue or externally, such as at home or school.

## 8 Key Role

The Operations Manager, Administration Manager, Program Managers and senior coaches are responsible for implementing these policies and procedures.

## 9 Revision record

Date	Issue	Author	Description of Revision
06 Jan 06	1.0	Bob Weight	First issue.
04 Jan 07	1.1	Bob Weight	Update after 2007 Planning Meeting
10 Sep 09	1.1	Bob Weight	Annual Review – no change
23 Nov 10	1.2	Bob Weight	Annual Review – clarifications and emphasis on severe injuries following Townsville gym incident
21 Jun 12	1.3	Bob Weight	Added para 2.4 to clarify the return to training procedures.
3 Sep 16	1.4	Bob Weight	Added new section on injury to persons other than gymnasts
12 Aug 19	1.5	Bob Weight	Formal review. Minor Typos only.
11 Aug 23	1.6	Bob Weight	Formal Review extensive changes to include a policy statement, to reflect current staff positions, to remove duplications and strengthening the Return to Work requirements.

Date	Issue	Author	Description of Revision
22 Mar 24	1.7	Bob Weight	<p>Addition as follows for specific concussion management, the need for medical clearances and injuries occurring external to the Club (i.e. at school or at home)</p> <ul style="list-style-type: none"> <li>• 1.2 included injuries occurring away from the Club venue.</li> <li>• 2 new Policy Statement 2.4 that requires SCGC to develop a specific concussion management policy</li> <li>• New 3.3 Management of suspected concussion</li> <li>• 3.4 added “Red Flag” symptoms for suspected concussion.</li> <li>• New 3.4 – Injuries Occurring Away from the SCGC venue.</li> <li>• 3.6 add words re suspected concussion, including reference to CRT6.</li> <li>• New 3.6.1 Medical Clearances.</li> <li>• Annex B – new Annex B Injury Register Template</li> <li>• Remove Annexes in lieu of SCGC required to develop and maintain the applicable registers.</li> </ul>
4 Apr 24	1.8	Bob Weight	<p>Amend notification to direct to PMs and cc’d to Admin Manager and medical clearances to be emailed to PMs and Admin Manager rather than all to Admin Manager and cc’d PMs.</p>