

1 INTRODUCTION

1.1 GENERAL

The AFF works to ensure the safety and well being of each and every fencer and coach, at every AFF fencing event and training venue.

The AFF does not have the personnel or resources to provide a qualified first aid practitioner at every fencing or training venue. However, the AFF is committed to ensuring that suitably designated AFF officials (coaches and team managers) are present at each venue when AFF fencing events or training occurs to implement appropriate procedures to minimise the risk of injury.

Coaches and team managers in charge of fencers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of fencers at AFF fencing events and training venues. It is worthwhile to remember that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

1.2 PRINCIPLES

- 1.2.1 All AFF coaches and team managers are expected to provide assistance in the event of an injury, including calling on qualified assistance when necessary as set out in this policy.
- 1.2.2 In every instance, first aid/emergency assistance is a means of supporting a fencer's health and safety while awaiting professional medical assistance (if required).
- 1.2.3 Coaches and team managers should not be involved in the general management of pre-existing or ongoing medical conditions.
- 1.2.4 It is the responsibility of fencers to ensure that fencers do not participate in fencing if they have known medical conditions for which fencing would potentially be of further detriment to the fencer's health.

1.3 DEFINITIONS AND INTERPRETATION

- 1.3.1 The following definitions apply for the purposes of this policy:
 - a) **Accident/Injury Reporting Form:** the attached document that must be completed and sent to the AFF after an accident or injury occurs.
 - b) **Fencer:** a fencer capitated with the AFF.
 - c) **First aid:** the emergency treatment of illness and injury, including on the spot emergency treatment, maintenance of records, dressing of minor injuries and recognition and reporting of health hazards.
 - d) **Parents:** includes guardians and legal guardians.
 - e) **Under-age fencer:** a fencer under 18 years of age.
 - f) **Venue:** includes all locations used by the AFF in the course of its normal fencing and training functions.
- 1.3.2 Any obligation imposed on a fencer under this policy applies to the parent of a fencer where the fencer is an under-age fencer.

2. COACHES' AND TEAM MANAGERS' RESPONSIBILITIES

- 2.1 On becoming aware that a fencer is seriously unwell at an AFF venue, AFF coaches and team manager will arrange for the fencer to be cared for until a parent or suitable adult is able to reach the venue and assume responsibility for care, or until transfer to hospital is available.
- 2.2 On becoming aware of serious illness or injury, coaches and team managers will use their reasonable endeavours to:
- if a fencer is unconscious, call an ambulance immediately
 - undertake the procedures reasonably considered necessary to protect life and limb within their expertise and experience
 - protect the fencer from further injury
 - protect others, if necessary, from injury
 - summon suitably qualified medical personnel or call an ambulance as soon as practicable
 - remain with the ill or injured fencer except when necessary to obtain assistance
 - assist as necessary with arrangements for ambulance transfer, attendance by a medical practitioner or other care
 - assist as necessary to notify the fencer's parent, guardian or suitable adult
- 2.3 In the event of a fencer suffering serious illness or injury at an AFF venue, the Coach or Team Manager who initiates a response to the incident must notify the AFF by email to operations@ausfencing.org at the earliest possible opportunity.

3. FENCER RESPONSIBILITIES

- 3.1 Fencers must provide the AFF with details of any medical conditions which may materially impact on the fencer's ability to participate in AFF fencing events or training (including asthma, diabetes, epilepsy). Fencers must also advise the AFF of any medications the fencer is taking which may impact on their ability to participate in AFF fencing events or training or might require coach or team manager awareness. Such information must be provided by email to operations@ausfencing.org.
- 3.2 It is the responsibility of a fencer to ensure that any medical condition information provided to the AFF is kept up-to-date throughout the entire duration of the fencer's participation at AFF fencing events or training. A fencer who has provided medical condition information must ensure that the AFF is promptly advised of any relevant changes to the fencer's health which may affect the fencer's ability to participate in AFF events or training, as well as any changes to personal details, such as emergency contact information.
- 3.3 Fencers should provide sufficient contact details to the AFF to enable the AFF to contact an appropriate person to collect them in the event they are injured or become unwell at an AFF fencing event or training venue.

- 3.4 If a fencer has an infectious disease, the fencer must exclude themselves or their child from AFF events or training. The fencer must provide the AFF with details of any AFF events or fencing training which they may have attended while infectious.
- 3.5 The AFF will inform coaches and team managers of all relevant medical information received as above, to the extent considered necessary or desirable in order to minimise the risk to the fencer or other participants in AFF fencing activities.

4. PORTABLE FIRST AID KITS

- 5.1 A portable first aid kit will be available at every AFF fencing and training venue for use in circumstances where on the spot emergency treatment is required.
- 5.2 All first aid kits must be clearly identifiable. Each first aid kit will be maintained by a designated person(s) on an ongoing basis.

5. REPORTING OF INCIDENTS

- 6.1 Every incident which occurs at an AFF fencing event or training venue and which results in a fencer being referred to a medical practitioner or hospital must be reported to the AFF by email to operations@ausfencing.org by the coach or team manager who responds to the incident, as soon as practicable after the incident occurs. Incidents must be reported using the Accident/Injury Reporting Form attached.
- 6.2 Where the incident involves a serious injury, the coach or team manager should obtain all relevant information from any fencers or other persons who witnessed the injury and record this information in the Accident/Injury Reporting Form.

6. ADDITIONAL RESOURCES

Further information and/or resources about preventing and/or dealing with injuries and illnesses can be found on the Sports Medicine Australia website at www.sma.org.au .

ACCIDENT/INJURY REPORTING FORM

SHOULD A FENCER REQUIRE MEDICAL ASSISTANCE, THIS FORM MUST BE HANDED TO THE TREATING DOCTOR, AMBULANCE OFFICER OR OTHER RELEVANT HEALTH PRACTITIONER. IF A PARENT ATTENDS AN AFF VENUE IN ORDER TO TAKE A FENCER FOR TREATMENT, THIS FORM MUST BE GIVEN TO THE PARENT. A COPY MUST BE KEPT AND FORWARDED TO THE AFF BY EMAIL TO OPERATIONS@FENCING.ORG.

THE FENCER:

Surname: _____ First name(s): _____

Team (if applicable): _____

Coach (if applicable): _____ Team Manager: _____

Address: _____

Date of Birth: _____

Name of Significant Other or Parent or Guardian (if applicable): _____

Contact numbers: _____

The AFF has contacted Significant Other or Parent/Guardian: Yes No

THE ACCIDENT, ILLNESS OR INJURY:

Date of occurrence: _____ Time: _____

Venue: _____

Nature of the illness/injury: _____

How was the injury sustained (include witness statements over page): _____

Treatment provided at the venue: _____

Form completed by: _____ Signed: _____

Contact number: _____

STATEMENT FROM WITNESS 1

Witness name: _____

Witness statement: _____

STATEMENT FROM WITNESS 2

Witness name: _____

Witness statement: _____
