

Medical Emergency Policy

1. Purpose

The purpose of this policy is to provide appropriate guidelines and actions to follow in the event of a medical emergency at the Diggers Memorial Bowls Club Inc., to protect the health and safety of members, visitors and volunteers.

2. Scope

This policy applies to all club members, visitors and spectators, volunteers and other individuals, including contractors at Diggers Memorial Bowls Club. It covers all types of medical emergencies, including, but not limited to, cardiac arrest, breathing problems, allergic reactions, trauma, fainting, strokes and severe illness.

3. Definitions

- Medical Emergency: A sudden or unforeseen situation that requires immediate medical attention.
- First Aid: Immediate assistance or treatment given to someone injured or suddenly ill before professional medical help arrives (if required).

4. Responsibilities

- Club Committee:
 - Ensure first aid equipment is maintained and accessible.
 - Ensure several members of the club have appropriate first aid training (if possible).
- First Aid Officer (if present):
 - Provide immediate first aid within scope of training.
 - Coordinate emergency response until emergency services arrive (if required).
 - Record the incident on the **Injury Incident Form**.
- All Members, Players and Visitors
 - Follow instructions from trained personnel or first aid officer during an emergency.
 - Report medical incidents promptly to a committee member.
 - Avoid interfering with emergency responders.

5. Medical Emergency Procedure

5.1 Immediate Response:

- a. Assess the situation: Ensure personal safety first and then ensure it is safe for the responder and others
- b. Check the patient's condition: Level of consciousness, breathing, bleeding, injuries etc.
- c. Call for assistance: Alert nearby first aiders or club officials immediately.

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5.2 Calling Emergency Services (000)

- Dial 000 and provide:
 - Club name and address.
 - Nature of the medical emergency including number of injured persons.
 - Condition of the patient (conscious, breathing, suspected cardiac arrest, etc.).
 - Any hazards present or any other information requested by the operator.
 - Exact location within the facility (greens, clubhouse, carpark).
- Assign a person to meet emergency services at the entrance to the carpark.

5.3 First Aid Administration

- a. Administer first aid within the limits of training and skill level.
- b. Follow any directions given by emergency operator.
- c. Retrieve the club's First Aid Kit and AED (Automated External Defibrillator) if required.
- d. Use CPR and AED immediately for suspected cardiac arrest or if directed by emergency operator.
- e. Keep the patient comfortable and monitor until professional help arrives.

5.4 Managing the area

- a. Clear the area of players and spectators as necessary.
- b. Preserve the scene if injury relates to equipment or facility hazards.
- c. Maintain the privacy and dignity of the patient.

6. Use of AED (Automated External Defibrillator)

- The AED must be accessible during all club activities and clearly signposted.
- Any person may use the AED in an emergency, no formal training is required.
- After use, notify the Club Committee so the device can be inspected and pads replaced.

7. Communication

After the incident:

- Notify the Club Chairman, President or Secretary.
- Contact next of kin where appropriate.
- Report to relevant authorities if required.
- Provide updates to members only as appropriate, respecting the patient's privacy.

8. Documentation

- Ensure the Injury Incident Form is completed and signed as soon as possible.
- All documentation should be stored securely to ensure privacy and should only be shared as required by law or with relevant authorities.

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9. Post Incident Review

- Club Chairman or President to privately debrief with any members or other persons involved in the incident in order to provide appropriate support.
- Within 7 days, the Club Committee should:
 - Review the incident.
 - Identify any contributing factors.
 - Recommend improvements if required (e.g., equipment, signage, training).
 - Provide additional debriefing or support to those involved if needed.

10 Training and Preparedness

- Where possible, at least one trained first aider should be present during all club competitions and events. It is acknowledged that this may not be possible for club weekly events but should be arranged for larger club competitions and events.
- Refresher training for CPR and AED use is recommended annually.

11 Confidentiality

- Any medical information shared in the course of an emergency will be treated with the highest degree of confidentiality, in line with applicable privacy laws and regulations.

12 Precautionary Measures Specific to Lawn Bowls

- Encourage players to warm up before games to reduce strain injuries.
- Provide shaded rest areas and monitor signs of heat stress during hot weather.
- Keep greens and walkways clear to reduce trip hazards.

13 Review

This policy will be reviewed annually by the Club Committee or after a significant emergency to ensure its effectiveness and to address any issues that may have arisen.