First Aid Policy – October 2025

Purpose

The Independent Girls Schools Sports Association (IGSSA) is committed to providing a safe and supportive environment for all students, staff, volunteers, and spectators involved in our sporting events. This policy outlines procedures and responsibilities to ensure that effective and timely first aid is provided in the event of an injury or medical emergency.

Objectives

- To ensure the prompt and effective management of injuries and medical emergencies at all sporting activities.
- To ensure staff, coaches, and volunteers are adequately trained in first aid.
- To ensure appropriate reporting of incidents and injuries in line with IGSSA's injury reporting procedure
- To provide and maintain appropriate first aid facilities and supplies at all venues.
- To promote a culture of safety in all IGSSA activities.

Scope

This policy applies to all IGSSA-sanctioned sporting events, competitions, and activities involving students from member and affiliate schools. Directions within this policy are taken from the Competition Instruction directives issued by the SA Department of Education (Sept 2024) applicable to the nine IGSSA sports being Australian football, badminton, basketball, cricket, hockey, netball, soccer, tennis, and volleyball.

Policy Detail

Responsibilities

Association Responsibilities

- Ensure each venue is accessible for emergency services
- Ensure each venue has an has accessible first aid kit and the contents are appropriate for the location and activity.
- Maintain an up-to-date register of first aid trained personnel.
- Review the policy annually or significant incident as required.

Participating Schools Responsibilities

- Provide a staff member or volunteer trained in first aid at each event (both participating teams).
- Ensure that designated First Aid Officer is wearing hi-visibility First Aid vest to identify themselves to participants and staff .

- Ensure coaching staff are made aware of the designated First Aid Officer's identity and base location during the fixture.
- Ensure student medical records and emergency contacts are accessible during events.
- Supply individual student medical action plans for known conditions (e.g. asthma, anaphylaxis).
- Ensure that an appropriate ratio of First Aid Officers to participants and spectators is maintained of 1 First Aid Officer to 25 participants (1:25).

Coach/Team Manager Responsibilities

- Carry a portable first aid kit to all games and training.
- Be aware of student medical conditions and emergency protocols.
- Be aware of the designated First Aid Officer's identity and base location during the fixture.
- Report all incidents and injuries as per the association's injury reporting procedure.

First Aid Training

- Each school must ensure a designated staff member with current HLTAID011 (Provide First Aid) or equivalent is present at events.
- Refresher training must be undertaken as per national standards (usually every 3 years for first aid, annually for CPR).

First Aid Equipment

- Each venue must have a clearly labelled and accessible first aid kit stocked in accordance with Safe Work Australia guidelines.
- Additional emergency items (e.g., ice packs, EpiPens, asthma relievers) should be readily available depending on participant needs.
- Automated External Defibrillators (AEDs) should be available at key venues, where practicable, and staff made aware of their location.

Accredited External First Aid Officers

To ensure the highest standard of care and risk management, IGSSA requires the presence of an accredited external First Aid Officer (under agreed ratios per "Responsibilities" section above) in the following scenarios:

High-Contact Sport

For all Australian Football fixtures, as a high-contact sport, an accredited First Aid Officer (minimum HLTAID012 – Provide First Aid, with current advanced resuscitation) must be on site for the duration of matches. The First Aid Officer must be independent of team staff and clearly identifiable. This coverage is to be organised by IGSSA and invoiced to participating schools.

High-Volume Central Venues

When ten or more IGSSA fixtures are scheduled concurrently at a single central IGSSA venue (for example, the Anzac Highway Netball Competition), IGSSA will arrange for a dedicated, external First Aid Officer to be present for the full duration of the event. This is in addition to school-supplied First Aid Officers at minimum ratio of 1:25, and ensures adequate additional coverage across multiple courts or fields.

High-Volume School-Hosted Venues

When ten or more IGSSA fixtures are scheduled concurrently at a single school venue where half or more of the schools participating are **not** from the host school, IGSSA will arrange for a dedicated,

external First Aid Officer to be present for the full duration of the event. This is in addition to school-supplied First Aid Officers, and ensures adequate coverage across multiple courts or fields.

Duties of the Accredited External First Aid Officer

- Be stationed in a clearly marked, accessible area.
- Respond promptly to any injury or medical situation.
- Liaise with school staff and emergency services as required.
- Record treatments provided and notify the relevant team manager or IGSSA representative.
- Carry appropriate equipment, including defibrillator access, splints, and materials suitable for high-contact sport injuries.

Incident and Injury Reporting

- All injuries requiring treatment beyond basic first aid must be recorded using individual school policies and procedures
- Significant incidents (e.g. fractures, suspected concussion, ambulance call-outs) must be reported to the IGSSA Executive Officer within 24 hours.
- Schools are encouraged to conduct follow-up to support student recovery and return to sport.

Emergency Procedures

- Emergency procedures must be displayed at all venues and known to all staff and volunteers.
- In the event of an emergency:
    1. Call 000 if required.
    2. Provide immediate care using first aid protocols.
    3. Notify the student's emergency contact and school representative.
    4. Complete and submit an incident report to IGSSA Executive Officer

Concussion Management

Refer to IGSSA's Concussion Management Policy.

Compliance

This policy will be reviewed annually or following a major/serious/significant incident, change in legislation, or best-practice guidelines. Feedback from member schools and staff will be considered in updates.