Emergency Medical Procedures and Policies

1. Action sheet located with each team manager and pinned inside club room on notice board.

2. Action sheet must be followed in the case of any medical emergency, location details are relevant for any 000 emergency call.

3. First aid kit to be carried by team manager at every training session and match day or allocated to another responsible adult.

4. All team managers, coaches and club officials must carry a fully functioning mobile phone on their person at all times when acting in their official roles BOTH at the club for training and match days or in an **away** game situation.

5. All managers should familiarise themselves with the closest intersections of AWAY ground in case an emergency call is required. (NEVER expect other Clubs to be emergency ready)

6. Medical information of all members stored in the manger's folder for each team.

7. Medical information of each team member MUST be carried by the team manager at every training and match (home or away, or this role should be handed to a responsible individual).

8. Main file of all soccer players' medical information in securely stored in the locked filing cabinet in the club rooms.

9. Team managers and coaches should have current knowledge of the first aid qualified individuals in their teams.

10. List of all current first aid qualified individuals is posted on the noticeboard in the clubrooms and contact details are files in the locked filing cabinet in the club rooms.

11. Ice packs to be available for each match day and to be checked by medical officer and/or canteen manager each match day.

12. Club first aid kit to be kept in alcove behind canteen and to be kept fully stocked by medical officer and available on match days. Teams to notify medical officer if supplies are used and are required to fill in an incident report.

13. Stretcher to be kept with the main first aid kit in the alcove behind the canteen.

14. Both stretcher and club first aid kit MUST be returned to their storage location after use.