



Gymnastics
Western Australia

Gymnastics WA

Injury Procedure

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Controlling Body GWA Board



Department of
Sport and Recreation



GWA Injury Procedure

In the event of an injury or other accident at Gymnastics WA, or through use of the GWA services, the following steps will be followed:

Injury Report Form:

An Injury Report Form must be completed for anyone that is injured during the GWA event, function, activity or use of GWA's services, no matter how minor the injury.

If an accident occurs:

- Stop the class, event or work and prevent any injured participants from moving or being harmed by further activity;
- Ensure the rest of the class is safe (give responsibility for your group to another coach to remove from the accident site) and remain at all times with the injured person; and
- Request assistance from the First Aid Officer (most senior qualified First Aid personnel) to assess the nature of the injury and give directions regarding treatment.

Talk to the participant:

- What happened?
- How did it happen?
- What did you feel?
- Where does it hurt?
- Have you injured this part before?

Observe the participant:

- Is the participant distressed?
- Is the participant lying in an unusual position?
- Is there any swelling?
- Is there any difference when compared to the opposite limb?

In the event of minor injury:

- Administer first aid – Rest, Ice, Compression and Elevation (RICE), gloves must be worn if blood is present;
- Notify parent/guardian at the conclusion of the class, or as soon as possible; and
- When talking to parent/guardian, do not make any diagnosis other than the obvious (e.g. Jane hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment.

In the event of major injury:

- Check Danger, Response, Airway, Breathing and Circulation (DR ABC) and administer first aid as required;
- Do not move the participant if there is a suspected neck or spinal injury, unless there is a risk to life present (e.g., falling debris, fire, explosion);
- Stay with the participant and keep them as calm and comfortable as possible;
- If the seriousness of the injury requires, call an ambulance;
- Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily.

- When talking to parents, do not make any diagnosis other than the obvious (e.g. Jane hurt her leg) and do not accept or place blame for the accident on anyone or anything; for example, equipment.

Roles & Responsibilities

Coach / Staff

- Remain with participant until assistance is provided;
- Make contact with relevant emergency services;
- When in communication with ambulance, provide details regarding the nature of the injury, address and phone number you are calling from and address where injured party is;
- Talk to parent/guardian as soon as possible;
- Follow up with injured participant and parent/guardian; &
- Complete relevant sections of Injury Report Form.

First Aid Officer

- Provide assistance as most qualified first aid present;
- Review medical form and determine appropriate treatment response; &
- Complete relevant sections of Injury Report Form.
- Submit the Injury Report Form to the Floor Manager or Event Organiser at the conclusion of event, function or activity. Ensure that all witness details available are recorded.

Floor Manager / Event Organiser

- At an event the Floor Manager places the Injury Report Form in the Completed Competition Form File.
- The Event Organiser will need to hand the Injury Report Form to Reception.

GWA Events Officer

- The Events Officer to call the athlete or parent/guardian within 48 hours to follow-up of the injury and record the follow up on the Injury Report Form.
- In the event of a major injury, notify the Executive Director, who will call the athlete or parent/guardian within 24 hours to follow-up on the injury.
- The Events Officer will file any completed Injury Report Forms into the relevant Events Folder.

Reception Staff

- Photocopy the Injury Report Form and place a copy in the relevant Event Folder and the original in the Accident Report File within 48 hours.
- Complete a quarterly report on all accidents / injuries.

Other Information

- Any questions relative to Injury Reports should be directed to Reception.
- The original form must never be removed from Gymnastics WA.
- Information on the Accident Database will be utilised for Quarterly Reporting purposes for identifying injury prevention.

Emergency Contacts

Ambulance, Fire and Police Services (emergency only): 000

Hospitals:	Princess Margaret	9340 8222
	Royal Perth	9224 2244
	Sir Charles Gardner	9346 3333

Police:	Leederville Police Station	9444 9500
	Nearest Manned Station	131 444

Town of Vincent: 92736000	After Hours Emergency	92736061
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Staff after hours:	Robyn Kuhl	0400 732 793
Board after hours:	Steve Chetkovich	0424 178 853
	Steve Turpin	0433 456 508