



FIRST AID POLICY

Coaches, Participants, Whanau, Officials, Contractors

Gisborne Boardriders Club ("GBC") desires to ensure the health and well being of our event, club participants and their whanau. The First Aid Policy defines our responsibilities as a club to provide first responder care during any events where any unforeseen accidents or emergency event occurs.

We as a club want to take the appropriate steps to prepare and educate our GBC coaches, volunteers and whanau in order to have a rapid response to injuries and emergency events. This will include regular training and first aid refreshers for GBC coaches.

In the event of a serious accident or critical life threatening emergency; GBC coaches, volunteers and whanau should feel confident to immediately contact the appropriate authorities. Depending on the incident this could include contacting Midway SLSC, Wainui SLSC, Waikanae SLSC, [NZ Police](#), St John's paramedics or Fire via 111 and collaborating with them during the response.

As of 13th October 2021 The club has acquired an Automatic External Defibrillator (AED) from Zoll Medical known as the Zoll AED 3 Plus. This AED will be located in a protective case inside the GBC trailer or RDO's car. It will guide the first aid responder in the event of a cardiac arrest. The instructions are simple that non-medical trained people are able to use the AED. The machine will then analyse the heart rhythm, instruct people to stand back and then provide the shock automatically if there is a shockable heart rhythm.

Please note that in the event of a drowning or near drowning that the person's chest will need to be dry and wiped down with a towel first before applying the electrodes.

The AED will need to have an annual check by the RDO and a completed audit in September each year uploaded to the Health and Safety Folder on Google Drive prior to the summer events. Pads may need to be replaced every 5 years and are purchased through contacting Zoll Medical.

To whom does this Policy apply to?

This policy applies to anyone who participates and provides services for GBC including volunteers. This includes, for example: RDO, Coaches, event participants and whanau, competition directors, MC's, beach marshalls, judges, photographers, videographers, and independent contractors or subcontractors.

1. FIRST AID RESPONSE

GBC coaches, volunteers and supporting whanau will be the most likely first responders in the event of an emergency.

It's important that the coaches have a plan to deal with emergency events and discuss health and safety with the participants and their whanau during the introduction to the event. This may include a brief discussion on potential hazards including the shore break or road area.

A couple of examples include:

1. In the event of a head injury; coaches and whanau could roll the participant onto a surfboard to use as a stretcher while someone stabilises the neck and head. If suspected spinal fracture but in the shorebreak have one person stabilise the neck while moving the injured person to an appropriate area away from the shorebreak. Move the injured person above the high tide line to safely assess or perform first aid care.
2. In the event of a cardiac arrest the first priority is immediate CPR and use the AED. An emergency life threatening event supercedes a suspected fracture so the client would need to be moved to a safer place to administer and apply the AED. Turn on AED. Remove wetsuit and dry chest, attach adult or paediatric



pads diagonally across chest as per diagram. Assess for shockable rhythm, instruct people to get back 1 metre to stay clear. After shock immediately start CPR. CPR is performed in 2 minute rounds of chest compressions with a ratio 30:2 ventilatory breaths mouth to mouth resuscitation or if available bag inflation. AED can be used each time in between each round of compressions to 3-5 rounds to determine if shockable rhythm is present. If there has been a trauma to the mouth and mouth to mouth is not appropriate continue with compressions only.

3. In the event of a drowning or near drowning performing CPR with mouth to mouth resuscitation to re-oxygenate and follow with chest compressions for 2 minute rotations until an ambulance or AED is applied. Roll the patient downslope onto their side if vomiting water as required.
4. A child who has a known allergy and requires an epipen for anaphylaxis medication. This information will need to be collected during registration and head coach is notified. The epipen could be stored with the family member or in the head coach's first aid kit if family not present.

The GBC recognise the importance of the family/whānau supporting their children in the events. A family member or general public could have an emergency event at or near the beach requiring urgent first aid care. Coaches should remain alert and aware of any accidents that occur in the water or beach and have a coach or designated whānau member on the beach to be alert and supervise from the land.

If family are not present at the event and a situation occurs then they will be notified and involved in any decision-making about their children. Unless it is an urgent or serious matter that would result in an increased risk to the child's safety.

Investigation and Response

Any adverse events will be documented in an Incident Register and be investigated and discussed by the committee. Severity of the adverse event will determine the urgency and nature of the response.

For lower risk adverse events then the committee will review in their monthly committee meeting and discuss potential ways of reducing or mitigating the risk and any outcome or policy changes. The GBC President will contact the relevant parties involved with the incident and be transparent with decision making.

2. STAFF TRAINING

GBC Staff and Volunteers will be facilitated to undergo regular first aid training. The lead organiser of events must have a current first aid certificate and be aware of coaches who are skilled in first aid delivery. This will include discussing and planning with coaches in the event of an accident and emergency what are their designated roles i.e who stays with the injured, who calls for help and who notifies the parent or guardian.

Coaches who do not feel confident or do not have the physical capacity to provide first aid care should notify the lead provider at the beginning of events.

As a condition of your agreement with GBC to provide your services, you are expected to acknowledge that you have received and read this First Aid Policy and agree to abide by its provisions by signing below:

I agree to the First Aid Policy _____ /_____/_____
(Full name) (signature) (Date)