



Wembley Downs Junior Football Club

First Aid Volunteer

2023 Information Pack

Contact Details

Address: A S Luketina Reserve Buntine Road
Wembley Downs, Western Australia, 6019

First Aid Coordinator: Kate Hebiton

Email: firstaid.wembleydownsjfc@mail.tidyhq.com

Phone: 0409 114 294

First Aid Training

First Aid Courses:

Each First Aid Volunteer must have completed a First Aid Course (Including CPR), prior to the commencement of the first game of the 2023 season.

Proof of Certification:

Each First Aid Volunteer must email through a copy of their certificate / registration to firstaid.wembleydownsjfc@mail.tidyhq.com prior to commencement of the first game of the 2023 season.

Club Reimbursement for First Aid Courses:

The club will reimburse the volunteers for the first aid course they attend, once registered please email a copy of the receipt and bank details to the First Aid Coordinator firstaid.wembleydownsjfc@mail.tidyhq.com who will arrange a reimbursement through the club Treasurer.

First Aid & Emergency Information Manual



There is a hard plastic folder in the manager's team bag which provides all relevant first aid and emergency information for the club and various grounds, it is recommend the first aid volunteers read through the documentation in the folder.

Each Folder Contains the following documentation:

1. Concussion – The Management of Sport-Related Concussion in Australian Football (AFL)
2. Concussion – Pocket Recognition Tool (AFL)
3. Concussion – Community Football Head Injury Assessment Form
4. WDJFC Ground Emergency Information
5. Concussion – WA Football Commission Policy
6. Blood Rule – WA Football Commission Policy
7. First Aiders' Game Day Checklist
8. Concussion – What is expected of Coaches (AFL)
9. Concussion – Recognition & Management Guidelines for Parents (AFL)
10. Concussion – Head check Management App
11. Australian Football Injury Report Form
12. Hale Boarders – Injury Care of boarders Playing Club Sport
13. Stretcher – WA Football Commission Policy
14. Infectious Diseases – WA Football Commission Policy
15. First Aid Information for Managers 2023
16. DRSABCD Action Plan Flyer
17. Protective Equipment Use – WA Football Commission Application Form
18. Protective Equipment – WA Football Commission Policy
19. First Aider's Information Pack
20. Concussion – Return to Play Following Concussion Checklist from (AFL)
21. Concussion – Return to Play Following Concussion Medical Clearance Form (AFL)
22. Concussion – Management Poster (AFL)
23. Concussion – Recognition & Management Guidelines for Players (AFL)
24. Smart Play Fix Up Flyer

Note: Electronic copies of the documentation above is saved on the WDFC website under "First Aid Resources" on Tidy HQ ([First Aid Resources | Wembley Downs Junior Football Club | TidyHQ](#)).

First Aid Kit

There is a first Aid kit box / bag in the manager's team bag which contains all the relevant first aid items you will need for the season. Each Box / Bag contains the below List (this list is also located inside each first aid kit):

WDJFC First Aid Supplies Restock		
The following first aid supplies have been tailored to suit a Junior AFL football environment. Note: All first aid signage etc all needs to be identified with white cross on green background (international standard)		
This is a full ideal list for all year groups. Please note that some kits have more taping or less splints depending on the age group. If they are missing please contact the First Aid Officer.		
First Aid Item	Quantity	Comments
First Aid Kit Container	1	
Plastic bandaids	1 pkt	
Bandage Sport 7.5cm x 2.75m Elastoplast EAB Elastic Adhesive	1 Roll	
Bandage 7.5cm x 2.5m Heavy Weight Handycrape	2 Rolls	
Bandage 10cm x 1.6m Roll Medium Light Handycrape	2 Rolls	
Bandage Triangular 110cm x Cutisoft	1	
Butterfly Closures 10mm x 45mm Aeroplast	1 x Box 10	
Cold Spray 125ml Elastoplast Sport	1 Can	
Cotton Buds (tip applicators) 50 Swisspers	1 small pkt	
Cotton Wool Balls Sterile 5 Pack Propax	1 pkt	
Chux wipes sponge	1 x 6 pkt	
Dressing 7.5cm x 10cm Low Adherent Melolite	4	
Emergency Blanket Thermal Silver 127cm x 180cm Aeroplast	1	
Eye bath	1	
Eye Pad Sterile 6cm x 7.5cm Propax	2	
First Aid Book Aero Guide	1	
Gauze Swab Pk3 7.5cm x 7.5cm Propax	4 x 3 pkt	
Gauze Conforming 2.5cm x 1.5m Handyband	2 rolls	
Gauze Conforming 5cm x 1.5m Handyband	2 rolls	
Gloves Nitrile Glove Powder Free Aero	1 pair	
Hand sanitizer Aqium 60ml either here or in Manager's kit	1 bottle	
Instant Ice Pack 23.5cm x 12cm 240g Aero	2 pkt	
Iodine Swabs 2ply 60mm x Aero Povidone	12 sachet	
Razor Disposable	1	
Resuscitation O Mask 2 In Printed Bag Logikal	1	
Safety Pins Bag 12 Aero	12 pins	
Saline Irrigation Sodium Chloride 0.9% 30ml	4 capsule	
Scissors Universal Stainless Steel Blade	1	
Snap lock bags - small snack size	2	
Snap lock bag - large - for bulky items (ice packs, cold spray, resusc mask, splints, strapping tape)	2	
Splint finger SAM	1	
Splint wrist 9" SAM	1	
Splint arm 18" junior SAM	1	

Splint 36" SAM	1	
Splinter Probe 3.7cm Sheet x 5 Aero	1 x sheet 5	
Suncream Sunscreen SPF50+ 100mL Tube Maxi Block - Eitjer here or in Manager's kit	1 tube	
Tape Micropore 25mm x 9.1m White	1 roll	
Tape Sport Rigid Premium 38mmx13.7m Elastoplast	1 roll	
Tape Waterproof Rigid 2.5cm x 5m Leukoplast	1 roll	
Tweezers 12.5cm Fine Point Basic Dressing Forcep	1	
General rules are: no medications (incl Panadol and Ventolin) First Aiders must only operate within their scope of practice (ie their qualifications)		

Photo example of First Aid Kit Boxes / Bags:



Top Up of First Aid Supplies

If top ups are required for the first aid kit throughout the season, please email requirements to firstaid.wembleydownsjfc@mail.tidyhq.com by COB each Monday.

Please ensure the email contains the below information:

Team Name:

Products Required:

First Aid Volunteer Name:

The First Aid Volunteer will then liaise directly with the volunteer directly to arrange delivery or pick up of the items prior to the next game.

First Aid Volunteer Game Day Checklist

In the folder is a game day checklist for the first Aid Volunteer to help with game day organisation.



Wembley Downs Junior Football Club

FIRST AIDER CHECKLIST FOR GAME DAY

Pre-Game

- ☐ Home games – oval inspection for objects which may cause injury (e.g. sticks, sprinkler heads, metal spikes, glass) or inconvenience (e.g. dog faeces, rubbish)
- ☐ Identify emergency vehicle access
- ☐ Stretcher taken to interchange area – visible and accessible for both teams
- ☐ First aid kit available
- ☐ Ice available (please consider bringing your own ice on game days as the instant ice packs in the first aid kits are very expensive)
- ☐ Cooperation - please offer to work with the other team's First Aider to help injured players

During Game

- ☐ Treat players for injuries, as required
- ☐ Take a cautionary approach for any player with a suspected concussion – assess the player for red flags or other signs/symptoms using the Concussion Recognition tool in your first aid manual or use the [HeadCheck](#) app (developed in WA).
Remember: If in doubt, sit them out!
- ☐ Complete an injury report form for any injured player you refer for medical assessment/treatment and email a copy to the [First Aid Coordinator](#) within 24 hours of the game ending

Post-Game

- ☐ Injured Hale School Boarders:
 - refer to the [Hale Injury Care for Boarders](#) instruction sheet on the [WDJFC](#) Tidy HQ website for more information
 - contact the nurse at the Hale Health Centre 9347 0112 (available 24 hours - the nurse *must* be contacted if a boarder sustains a head knock)
 - refer the injured boarder to the Hale Injury Clinic (Sundays 5.00pm – 7.00pm)
- ☐ Follow-up on any injured player after the game, as necessary (particularly if suspected concussion)
- ☐ Advise the Club's [First Aid Coordinator](#) of any first aid supplies that need to be restocked in your kit

Junior Football Code of Conduct

All volunteers, players and spectators should understand and adhere to Rule #1 – the spirit of junior football:

- Have Fun
- Be Safe
- Be Healthy
- Play Fair
- Show Respect
- Be Inclusive

Game Day Ice

It is recommended that ice is taken to games in preference to using the instant ice pack in the first aid kit as they are expensive to replace.

Injuries

Injuries

If any injuries occur during a game, please complete an injury report form and email it to the First Aid Coordinator firstaid.wembleydownsjfc@mail.tidyhq.com

Follow-up with parents/team officials, or the Hale School nurse (for Boarders) and ensure parents and players are given necessary concussion information sheets.

Injuries - Concussion

Concussion

For concussions, use the AFL concussion report form and ensure parents and players are given necessary concussion information sheets.

(All forms and documents relating to concussion are in the First Aid & Emergency Folder and also on line as per slide 4).

Headcheck Concussion App

It is recommended as the first aid volunteer download the AFL's Headcheck application for managing concussion in children.

Specialised Concussion Centre Contact Details

Subi Sports Med has a specialised Concussion Centre that has a number of specialists in the field of Concussion.

Link to Website: [Concussion Centre \(sportsmedsubiaco.com.au\)](https://sportsmedsubiaco.com.au)

Defibrillators

A.S. Luketina Reserve - there is a public external defibrillator on the external wall adjacent to the canteen servery at the clubrooms. If it is required to be used, phone '000' and St John Ambulance will give a code to open the cabinet. Alternately, ask the canteen staff for the key which is on a hook on the wall behind the coffee machine.

Teakwood Oval (Woodlands Reserve) – there is a public external defibrillator on the external wall outside the main entrance of the hall. Phone '000' and St John Ambulance will give a code to open the cabinet.

Empire Avenue – there is a portable defibrillator in the storeroom on the immediate left as you enter the doors. Alternately, there is a defibrillator in the main clubroom area of the adjacent Wembley Downs Tennis Club which we have been given permission to use in the event of an emergency.

Protective Equipment for Players

If a player needs to use/wear protective equipment, including full-length skins, they must seek the necessary approvals, as provided in the WA Football Commission's Protective Equipment Policy.

If WA Football Commission approval is required, Protective Equipment Use Application Form is to be completed and submitted it to the WDJFC Registrar (registrar.wembleydownsjfc@mail.tidyhq.com) who will liaise with the Commission on the club's behalf.

(All forms and documents relating to concussion are in the First Aid & Emergency Folder and also on line as per slide 4)

Metal Goalpost Holders (for information)

Following an incident during a scratch match in which a player sustained an injury after sliding into a portable goalpost, we have introduced a plastic cover which sits over the round metal disc at the base of the goalpost holders (photo below).

Installation of the goal posts must be in accordance with the Work Instruction which appears in the Ground Set Up and Take Down Procedures, as well as in the storeroom boxes at each of our grounds.





Thank you for volunteering your time to support
your team.

If you need further details, please contact the First
Aid Volunteer.