

VICTORY PARK TENNIS CLUB

Medical Emergency Response Plan

The Victory Park Tennis Club (VPTC) is committed to player and spectator safety and wellbeing. This Plan has been prepared as a guide for VPTC members and visitors in the event of an (a) Injury, and (b) Medical Emergency

The VPTC Head Tennis Coach (HTC) has been appointed as the Club's First Aid Officer. The HTC holds a level II First Aid certificate and is present at all coaching sessions and Junior clinics. The HTC's as well as all VPTC committee members contact details are located on the notice board together with the Emergency Evacuation Plan. The VPTC cannot guarantee that the first aid officer will be available for all tennis sessions. VPTC requests all junior members and players to identify if they have a medical condition that the club needs to be aware of and the treatment plan required in event of an emergency.

A First Aid Box is available within the clubhouse:

- 2 x portable kits located below oven in kitchen area

a. Injury

In the event of an injury occurring provide immediate care to the injured or ill player:

1. Support and reassure the injured person.
2. Ascertain if there is a qualified first aid person present to attend to the injured party
3. Provide immediate First Aid as indicated by the nature of the injury,
4. If safe to do so, move the person into the clubhouse to continue First Aid as required by the injury
5. Parents of Juniors to be notified of injury by HTC or the most senior person in attendance
6. Ambulance to be called (**phone 000**) for more severe injuries requiring medical intervention. Provide clear instructions to the ambulance re:
 - a. Age & Gender of injured person,
 - b. Nature of injury, and
 - c. Address - including access point. E.g. VPTC, far end of Charlton Street, Bentleigh.
7. Have someone wait for Ambulance to direct to injured party.
8. Complete an Incident Form which is located in the drawer below the oven with the First Aid kit. If the HTC is not present, the person caring for the injured player must contact the HTC, providing full details of the incident.

b. Medical Emergency

A Medical Emergency is defined as any medical event requiring immediate medical care, or Ambulance assessment and transportation to an Emergency Department. E.g. Seizures, Changes in consciousness, Breathing difficulties, Allergic reactions, Diabetic emergency etc.

In the event of a medical emergency occurring;

1. Stay with person - provide first Aid as appropriate or commence Basic Life Support
2. Assess whether person is safe to be moved into clubhouse, or commence treatment in situ.

3. Ascertain if there is a qualified first aid person present to attend to the injured party
4. Call for Ambulance **{phone 000}**- Provide clear instructions for Ambulance including:
 - a. Age & Gender of injured person,
 - b. Nature of injury, and
 - c. Address - including access point. E.g. VPTC, far end of Charlton Street, Bentleigh
5. If Basic Life Support commenced and Automatic External Defibrillator (AED) available, AED must be collected by person not providing immediate support and brought to emergency. Only trained persons should operate AED.
6. Continue to provide support and first aid until ambulance arrives.
7. The HTC will notify the next of kin of the event and where the person who has suffered the medical emergency has been transferred to by the ambulance. The HTC must be contacted immediately if they are not the person administering the care.
8. Complete an Incident Form which is located in the drawer below the oven with the First Aid kit. If the HTC is not present, the person caring for the injured player must contact the HTC, providing full details of the incident.

Away Games:

If an injury or medical emergency occurs at another site where a VPTC team is playing, be guided by the home club's medical emergency plan or follow the guidelines as set out above.