

## **First Aid Coordinator**

Important information: This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your club.

The First Aid Coordinator is responsible for the First Aid services and equipment required at training, competitions and other club activities. The First Aid Officer must ensure all teams and playing and training locations have adequate and fully stocked first aid kits and if necessary defibrillators.

### **Responsibilities**

#### Prior to the season

- ✓ Review the number of teams and players as well as the number of training and competition locations (for which the club is responsible) to determine both the amount of first aid kits and medical equipment required for the upcoming season.
- ✓ Assuming the club requires at least one first aid qualified person in attendance at all training and competition venues work out the number of people the club will need qualified in first aid for the upcoming season.
- ✓ Recruit people willing to undertake the role of first aid officers throughout the year
- ✓ Co-ordinate access to First Aid training for those who require the training or refresher training.
- ✓ Undertake an audit of first aid equipment and first aid kits to determine if replenishments or repairs are required
- ✓ Keep a register of who all first aid kits and medical equipment has been provided to and their contents.

#### During the season

- ✓ Continually review the contents of the first aid kits, replenishing as required.
- ✓ Continually review club activities to ensure suitably qualified first aid officers are always in attendance at club training and competitions
- ✓ Ensure safety procedures are being adhered to throughout the year (eg. ambulance access protocols etc)

#### Post season

- ✓ Collect all first aid kits and medical equipment and review for completeness and functionality
- ✓ Create a list of medical suppliers and what items are normally purchased from each, detailing any contractual terms or conditions
- ✓ Provide an indication to the committee of the likely cost of replenishing and or replacing medical supplies and equipment for the following season.

### **Essential Skills and requirements:**

- ✓ Hold appropriate First Aid qualification
- ✓ Hold or willing to apply for a current volunteer “working with children” check (if required)
- ✓ Good organisational skills
- ✓ Strong understanding of club activities, especially those with the potential for people to be injured or require first aid
- ✓ Communicate effectively and possess good interpersonal skills
- ✓ Maintain confidentiality on relevant matters
- ✓ Updating key documents
- ✓ At the end of each year a key activity of the First Aid Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. They will also be required to update the register of first aid kits and medical equipment and where each item is currently being stored or located.
- ✓ The First Aid Coordinator should also update the list of medical suppliers, including contact details and any terms and conditions previously negotiated or agreed to.
- ✓ The updated Position Description, first aid register and list of suppliers must be provided to the Club Secretary prior to the Annual General Meeting each year.
- ✓ Induction of the incoming First Aid Officer
- ✓ An important responsibility of outgoing First Aid Officer is to train, mentor and support the incoming First Aid Officer.
- ✓ The estimated time commitment required as the First Aid Officer is XX hours per week.