



FOOTBALL  
QUEENSLAND

# FIRST AID GUIDE



CLUB SUPPORT



# PURPOSE OF THIS GUIDE

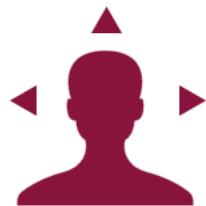
**Clubs and coaches must provide a safe environment for participants when participating in football activities at all times.**

This Guide has been created to assist clubs in ensuring basic requirements are met to ensure the safety of all participants during matches.

Information in this Guide has been developed in partnership with [First Aid Accident & Emergency](#), Football Queensland's official First Aid & Defibrillator partner.



# KEY RECOMMENDATIONS



## FIRST AID OFFICER

Someone who is responsible for first aid services and first aid club equipment.



## EQUIPMENT

Having fully stocked and serviced first aid kit/s, stretchers, ice for injuries and maintained AED/defibrillators.



## PROCESSES & PROCEDURES

Plans in place to ensure that should an incident occur, members and patrons understand processes and procedures to follow.

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# REQUIREMENTS FOR NPL & FQPL COMPETITIONS



For National Premier League (NPL) and semi-professional Football Queensland Premier League (FQPL) 1 & 2 Competitions clubs must provide spectator and player medical support service during match days in compliance with these minimum standards as outlined in the Rules of Competition:

Age Grades	Responsibility of Coverage
<b>UNDER 23</b> NPL Men's / NPL Women's / FQPL 1 / FQPL 2 Seniors	Home Club to Provide
<b>FIRST TEAM</b> NPL Men's / NPL Women's / FQPL 1 / FQPL 2 Seniors	Both Clubs to Provide

All First Aid Officers, Sports Trainers and Physiotherapists must be registered with the club through the PlayFootball system as a volunteer.

Minimum first aid qualifications for NPL Men's, NPL Women's, FQPL1, FQPL 2 and SAP competitions are:

League	Requirements
<b>UNDER 23</b> NPL Men's / NPL Women's / FQPL 1 / FQPL 2 Seniors	Sports Medicine Australia (SMA) Level 1 Sports Trainer
<b>FIRST TEAM</b> NPL Men's / NPL Women's / FQPL 1 / FQPL 2 Seniors	Sports Medicine Australia (SMA) Level 2 Sports Trainer

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# REQUIREMENTS FOR COMMUNITY COMPETITIONS



All clubs are encouraged to have a First Aid Officer, Sports Trainer or Physiotherapist with adequate and current first aid qualifications for community competitions.

The First Aid Officer is responsible delivering first aid at training and competitions. As part of delivering first aid, they are also responsible for the first aid services and equipment required at training, competitions and other club activities. The First Aid Officer must ensure all teams, playing and training locations have adequate and fully stocked first aid kits, and venue specific defibrillators.

Essential skills and requirements of the First Aid Officer include:

- Hold appropriate First Aid qualification (HLTAID011 Provide First Aid & HLTAID009 Provide CPR) – learn more [here](#).
- Hold a current working with children blue card
- 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 and understand the Club's Privacy obligations

**[Download a position description for a first aid officer here.](#)**

First Aid Officers are encouraged to read the [FIFA First Aid Manual & Related Healthcare Issues for Football](#) available online.

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# COMMUNITY COMPETITION RECOMMENDATIONS



For the safety and wellbeing of all players and coaching staff, FQ recommends each club has the following when games are being played at home facilities:

- Minimum of one First Aid Officer person
- 1 x Level 3 Sports First Aid Kit per field and 1 x Level 4 Sports First Aid Kit per venue (serviced yearly)
- 1 x stretcher suitable for first aid and emergency use
- Access to ice and suitable bags
- At least 1 x AED accessible on site when games are being played. Every club should aim to have an accessible AED available within 3 minutes of a sudden cardiac arrest.

First Aid Accident & Emergency's **Level 3 Rugged Sports First Aid Kit** is designed specifically to treat sporting injuries and is ideal for both personal use and team sports. Typically, it comes in a rugged case made from a durable hard plastic with strong clasps and hinges to protect it against wear and tear in any environment.

First Aid Accident & Emergency's **Modulator Level 4 Soft First Aid Kit** is designed for use in low-risk workplace environments for up to 25 people and has 6 injury specific packs that are labelled and colour coded for ease of use. Their **Level 4 Soft First Aid Kit** is an alternate option that contains a comprehensive range of quality First Aid supplies required to treat any workplace injury.

Football Queensland has partnered with Stryker on the Community Hearts Program, a fundraising initiative to assist clubs in the purchase of Automated External Defibrillators (AEDs). [Click here](#) to learn more about the program and start fundraising. If you do not need to fundraise to purchase an AED, contact the team at First Aid Accident & Emergency on 07 5520 5068 or [click here](#) to view recommended defibrillator bundles.

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## IMPORTANCE OF AEDS

Defibrillators or AEDs (Automated External Defibrillators) have become a vital piece of equipment for football clubs, already saving the lives of players, referees, club officials and spectators in football around the world.

Every FQ licensed club in Queensland should have **at least one** AED accessible when football is being played to provide participants with the best possible chance of surviving a sudden cardiac arrest.

To assist clubs in raising funds to purchase an AED package, Football Queensland has established the [Community Heart Program](#). Clubs across QLD can register to be featured on the platform and receive resources to fundraising towards the target.

If you do not need to fundraise to purchase an AED, contact the team at First Aid Accident & Emergency on 07 5520 5068 or [click here](#) to view recommended defibrillator bundles.



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## DEFIBRILLATOR MAINTENANCE

All defibrillators must be maintained to ensure they are ready to go in case of an emergency.

A defibrillator must:

1. Be set up in an accessible area in a metal alarmed cabinet- in the club
2. Have the appropriate green AED signage
3. Be checked on a monthly basis:
  - The LED indicator is flashing green or showing the device is ready for use
  - Expiry dates on pads and battery are in date
  - The patient preparation pack is accessible
  - Multiple members are trained in the use of the AED

**[Download and print the monthly defibrillator checklist here.](#)**





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## MINOR INJURY MANAGEMENT

First Aid Officers should be on site and available to assess patient/s should a minor injury occur.

Suggestions on immediate treatment for sprains, strains and joint injuries, to prevent further damage include:

- Rest – keep the injured area supported and avoid using for 48-72 hours.
- Ice – apply ice to the injured area for 20 minutes every two hours for the first 48-72 hours.
- Compression – apply a firm elastic bandage over the area, extending above and below the painful site.
- Elevation – always raise the injured area above the level of the heart.
- Referral – as soon as possible, see a doctor.
- No Heat – heat will increase bleeding.
- No Alcohol – alcohol increases bleeding and swelling.
- No Running – running or exercise increases blood flow, delaying healing.
- No Massage – massage increases swelling and bleeding, also delaying healing.

Players can submit an injury report form via the FQ website [here](#). For insurance claims, players can visit the [GowGates portal](#).



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# MAJOR INCIDENT MANAGEMENT

Club and First Aid Officers are encouraged to follow the below critical incident plan outline should an incident occur on site.

1. Assess the patient/s
2. Prioritise injuries and conduct initial treatment – recovery position for unconscious, critical bleeding, airway and breathing
3. Send for help and call 000
4. Send for Defibrillator and First Aid Kit
5. Manage patient with appropriate first aid response, contact parents or caregiver
6. Set up site management - allow access for emergency services and additional resources required
7. Manage other people on the site – away from scene
8. After the situation: clean area up, conduct an incident report, conduct a thorough debrief

Players can submit an injury report form via the FQ website [here](#). For insurance claims, players can visit the [GowGates portal](#).

**[Download a Life Support Wall Chart here which includes key steps for incident management.](#)**

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# QUALIFICATIONS AND TRAINING

## General First Aid Courses

First Aid Accident & Emergency offers courses to provide participants with the knowledge to administer First Aid care and treatment in the workplace or in personal situations.

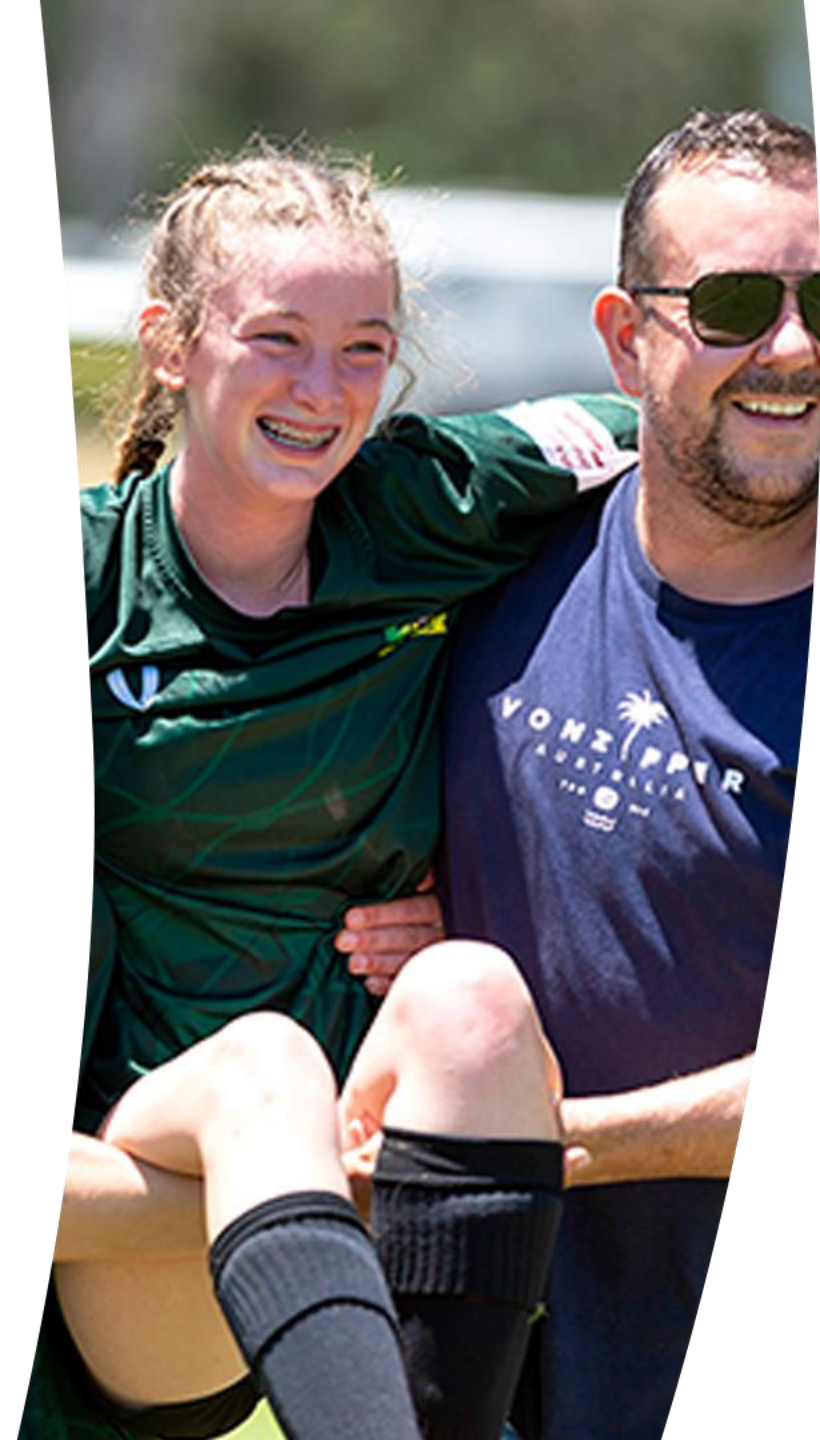
Provide First Aid is a one-day course that covers adults, children and babies in a wide range of emergency situations.

Express First Aid Courses are also available which combines pre-course online learning and assessment with a short face-to-face session of 3.5 hrs.

## Defibrillator Training

When a Football Queensland defibrillator package is purchased through First Aid Accident & Emergency it includes online Defibrillator Familiarisation Training for up to 15 people.

If you are seeking additional training for an existing defibrillator, please contact Sam via email and include the product details or your unit - [samantha@firstaidae.com.au](mailto:samantha@firstaidae.com.au)



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## ADDITIONAL SUPPORT

- [Asthma First Aid Wall Chart](#)
- [Automatic External Defibrillator Sign](#)
- [ABC of First Aid](#)
- [ABC of CPR](#)
- [Anaphylaxis Action Plan](#)
- [Bites and Stings First Aid Chart](#)
- [Chain of Survival Chart](#)
- [FQ Heat Policy](#)
- [FQ Lightning Policy](#)
- [FA Concussion Guidelines](#)
- [FA Sudden Death/Cardiac Collapse Online Registry](#)
- [Life Support Wall Chart](#)
- [Monthly Defib Checklist](#)

Contact First Aid Accident & Emergency directly for First Aid requirements, questions and training options for your club – [samantha@firstaidae.com.au](mailto:samantha@firstaidae.com.au) or call 07 5520 5068.



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## VIDEO LIBRARY



Asthma & Anaphylaxis First Aid



What is Concussion?



First Aid for Seizures



First Aid Treatment for Snake Bite

For more information or assistance, please contact Football Queensland  
at [marketing@footballqueensland.com.au](mailto:marketing@footballqueensland.com.au)



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