



Injury Reporting Policy

Trilogy Gymnastics

1. Purpose

The purpose of this policy is to ensure that all injuries and incidents are reported, recorded, and managed promptly and appropriately to protect the health, safety, and wellbeing of gymnasts, staff, volunteers, and visitors.

2. Scope

This policy applies to:

All gymnasts (recreational and competitive)

Coaches, staff, and volunteers

Training sessions, competitions, events, camps, and club activities

Injuries, illnesses, and near-miss incidents occurring during club activities

3. Definitions

Injury: Any physical harm sustained during club activities, including minor and serious injuries

Incident: An event that causes or could cause injury, harm, or damage

Near Miss: An unplanned event that did not result in injury but had the potential to do so

4. Immediate Response to Injury

In the event of an injury:

The coach or supervising staff member will stop the activity if required

First aid will be provided by a trained person where available

Emergency services will be contacted if necessary

Parents/guardians will be notified as soon as practicable

5. Injury Reporting Requirements

All injuries, including minor injuries and near misses, must be reported to the club

An Injury/Incident Report Form must be completed as soon as possible after the incident

Serious injuries must be reported immediately to club management

6. Serious and Notifiable Incidents

Serious incidents may include:

Head, neck, or spinal injuries

Fractures or dislocations

Loss of consciousness

Injuries requiring ambulance attendance or hospital treatment

Notifiable incidents will be managed in accordance with:

Workplace Health and Safety (WHS) legislation

Insurance and governing body reporting requirements

7. Parent/Guardian Notification

Parents or guardians will be notified promptly of any injury involving a gymnast

Written records of communication will be maintained where appropriate

8. Return to Participation

Gymnasts returning after injury may be required to provide medical clearance

Modified training may be implemented at the coach's discretion

The club reserves the right to restrict participation for safety reasons

9. Record Keeping and Confidentiality

Injury reports will be recorded and stored securely

Information will be handled confidentially in line with privacy legislation

Records will be retained in accordance with insurance and legal requirements

10. Review and Risk Management

Injury data may be reviewed to identify trends or hazards

Control measures will be implemented to reduce future risk

Equipment or procedures may be reviewed following an incident

11. Responsibilities

Club Management

Ensure injury reporting systems are in place

Review serious incidents and implement corrective actions

Coaches and Staff

Respond promptly and appropriately to injuries

Complete injury reports accurately and honestly

Follow return-to-play requirements

Athletes and Families

Report injuries and concerns promptly

Comply with medical and safety requirements

12. Policy Review

This policy will be reviewed:

Annually

After a serious incident

When legislative or insurance requirements change