



Kingsley Junior Football Club (inc)

INJURY MANAGEMENT REPORTING

1. Whenever any first aid treatment is administered to a player during the course of the game, the relevant First Aid Officer shall make a note of the injury and treatment by recording it on an "AFL Injury Reporting Form" form.
2. At the completion of the game the Team Manager shall collect any completed "AFL Injury Reporting Form" forms and return them with the match paperwork.
3. At the completion of each round the VP Football Affairs / Risk Management Officer shall review the "AFL Injury Reporting Form" forms submitted for the round and register the details on the Injury Management Register.
4. The VP Football Affairs / Risk Management Officer shall note on the register any serious or significant injuries and follow-up with the coach as to:
5.
 - the players welfare,
 - whether appropriate medical assistance has been sought,
 - and the proposed return to play approach to be applied.
6. Copies of Injury Management reports shall be made available to the Club's insurer upon receipt of a formal written request.
7. Copies of the forms shall also be retained on file for a period of 10 years.