



First Aid Policy

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March 2025

To be reviewed March 2029

First Aid Policy

Saber Academy acknowledges its responsibility and is committed to providing first aid facilities and services for staff, students and visitors, as required under relevant Workplace, Health and Safety Acts and Regulations.

Instructor Requirements

All instructors teaching classes at Saber Academy, instructors contracted to conduct services for Saber Academy, and instructors affiliated with Saber Academy clubs must:

- Hold current first aid certification
- Maintain valid professional indemnity and liability insurance

Evidence of current first aid certification and insurance coverage must be provided to Saber Academy management prior to instruction and upon renewal.

First Aid Kits

A first aid kit is to be available at each Saber Academy training location. Confirm location with your instructor.

First Aid Kit Procedures

All First Aid kits are to be checked monthly by a Club Senior Instructor and checked off against the checklist in the First Aid Kit. A central first aid register will be maintained and completed by the responsible person, who has been nominated for the kit. The register must have non-removable pages with the following headings:

- 1.date;
- 2.printed name of person receiving treatment
- 3.signature of person receiving treatment
- 4.date & time of injury;
- 5.date & time reported;
- 6.type of injury;
- 7.management of treatment;
- 8.referred to;
- 9.printed name of First Aider;
- 10.signature of First Aider.

All records must be retained for at least 3 years.

Professional Indemnity

Saber Academy staff must only provide first aid to a level that is consistent with their training, competence and experience. Saber Academy has professional indemnity insurance for its direct employees. Contracted instructors and affiliated clubs must maintain their own professional indemnity and liability insurance coverage. This insurance should cover instructors for loss or injury to other people that may result from any acts or omissions that occur in the course of their work and for which they may be found liable. The question of liability would be assessed on a 'case by case' basis and would be subject to legal interpretation.