

TITLE: FIRST AID RECORDING AND REPORTING	
Guideline Number: LS1473	Issue Date: 3 / October / 2007
Issue Status: 1.0	

PURPOSE:

To provide minimum requirements for the recording and reporting of first aid incidents by lifeguards.

SCOPE:

This Guideline applies to the following:

- All government authorities and agencies and those organisations responsible for the management and operation of coastal environments; and
- Those organisations experienced in public safety and responsible for the provision of public safety services.

For example:

- Coastal/marine park authorities and managers
- Lifesaving service providers
- Lifeguards and lifeguard supervisors

This Guideline applies to coastal environments, including ocean coastline and saltwater waterways that open to the oceans surrounding Australia.

GUIDELINE DESCRIPTION:

1.0 When should first aid treatment be reported?

1.1 For lifeguards, it is important that any incident that requires first aid is reported.

1.2 All first aid reporting should be completed using an incident report log; see the sample in LS1471 Appendix 1.

1.3 All first aid reporting should be recorded in Surf Life Saving Australia's National Incident Report Database (IRD).

2.0 How to complete a form

2.1 Follow these general guidelines for preparing a first aid report:

- a. Write only in ink.
- b. Sign and date the record and any alterations to it.
- c. Do not use correction fluid to correct mistakes. Cross out any incorrect entry and initial the correction.
- d. Keep the information in the record confidential.

2.2 Notes:

- a. Be careful with how you write this record, because it could be used one day as a legal document in court. Records should be clear and concise.
- b. Records should be accurate and factual, reflecting observations only and not opinions or attempts at medical conclusions.
- c. Make sure you attach any additional notes that are taken at the time when the form is submitted, i.e. taken on your note pad at the time of the incident.

DEFINITIONS:

First aid means 'the provision of emergency and initial treatment given in a case of injury or sudden illness before regular medical treatment can be obtained'.

Incident means something that happens or occurs usually in conjunction with something else'.

Lifeguard means 'an appropriately trained and qualified individual who volunteers or is employed at bathing beaches, pools, etc. to prevent drowning, provide injury prevention and response services, and to save people from drowning'.

Lifesaving service means 'an organised and structured service comprised of lifeguards and appropriate rescue and first aid equipment supported by a coordinated backup team'.

REFERENCES:

Australian Coastal Public Safety Guidelines

- LS1470: Routine activity recording and reporting

Guidelines for safe recreational water environments. Volume 1 – Coastal and fresh waters. World Health Organization, Geneva, 2003.

Lifeguard Service Operating Procedures Version 1, Surf Life Saving Queensland, February 2005.

Surf Life Saving Australia, 2003. Surf lifesaving training manual, 32nd edition. Elsevier Australia Pty Ltd.

APPENDICES:

Nil