

FIRST AID CERTIFICATION DURING COVID LOCKDOWN POLICY

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Drafted by: Monica MacDonald / Brad Santer

Approved by the Committee on: 30/08/2021

**Responsible person(s): Accreditation Officer
Update Points Officer/Registrar**

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PART A - INTRODUCTION

PART B - POLICY

PART C - PROCEDURES

A - Introduction:

First Aid is a prerequisite of APSA Accreditation and its insurance arrangements. The continued lockdowns implemented during the COVID Pandemic has made it impossible for many coaches in lockdown affected States/Territories to renew their first aid certification through face to face first aid courses during the lockdown periods.

This Policy has been implemented to ensure APSA accredited coaches that are current financial members of an APSA Member are provided the opportunity to fulfill APSA accreditation requirements and to comply with the insurance obligations of APSA and also individual coaches that are members of APSA's Members.

B - Policy:

APSA accredited coaches residing in a State/Territory in lockdown will be permitted to complete an online First Aid course on the provision that a face to face first aid course will be attended as soon as practicable after the lockdown period (within 8 weeks unless otherwise approved).

This policy covers any APSA accredited coach that is a current financial member of an APSA Member in respect of first aid certification due to expire during a lockdown period or in the case a booking had been made to attend a first aid course which was then deferred due to lockdown.

If a CPR course is unable to be completed on online, a APSA accredited coach will arrange a face-to-face CPR course as soon as practicable and notify APSA and the relevant APSA Member of the date of the arranged course and also send APSA and the relevant APSA Member any certificate of attainment following successful completion of the course.

For the avoidance of doubt until APSA expressly indicates otherwise, this policy is intended to override APSA's previous requirements in respect of First Aid and is intended to have precedence over any policy of an APSA Member in respect of First Aid Certification requirements.

C. Procedure:

Upon completion of the course the first aid certificate must be uploaded or emailed to the APSA Update Points officer and relevant APSA Member i..e NSWPSA, QPSA etc together with supporting information which would satisfy APSA that the relevant parts of this Policy are enlivened; including:

- i. The expiring certificate which indicates a date of expiry
- ii. Proof of financial membership of an APSA Member at the date of expiry of the first aid certificate
- lii. Documents which evidence that the State of the coach's residence was in lockdown in a period which is consistent with Part B of this policy which may include correspondence in respect of a booking to attend a first course which has been cancelled or deferred due to lockdown.

If you have any questions contact the APSA accreditation office: accreditation@apsa.net.au