

CHAPTER 5

ADF CADETS HEALTH AND FIRST AID

INTRODUCTION

2.5.1 The Australian Defence Force (ADF) Cadets programs - Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC) are inclusive programs embracing of diversity. The success of the inclusive nature of the ADF Cadets is dependent on the proactive management of participant physical and mental health and provision of first aid. First aid is defined as immediate help given to a sick or injured person until full medical treatment is available.

POLICY INTENT

2.5.2 The intent of this policy is to provide guidance for the administration of participant physical and mental health, including fitness for participation, management of health conditions and the provision and maintenance of, equipment and training for first aid.

POLICY

HEALTH SUITABILITY FOR PARTICIPATION

2.5.3 Under the *Work Health Safety Act 2011* (WHS Act), workers¹ must take reasonable care of their own health and safety and ensure that their actions or omissions do not adversely affect the health and safety of others. Maximising the inclusivity of ADF Cadets requires an approach that balances an understanding of individual health needs with WHS responsibilities (see Section 2, Chapter 6).

2.5.4 Director General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets – Air Force (DGCADETS-AF) are responsible for ensuring:

- a. ADF Cadets Adults and Youth have the appropriate level of health required to enable them to undertake the responsibilities of their role without putting either themselves or other people at risk;
- b. the registration process requires a declaration of any health conditions that may impact on a person's ability to participate (participants are only accepted if ADF Cadets can facilitate their involvement safely and without detriment to the other participants);

¹ Cadets, DAH, IOC and OOC, as volunteers, are deemed to be workers under section 7 of the [Work Health and Safety Act 2011](#) and Defence is deemed to be the employing authority.

- c. adjustments are made as far as reasonably practicable, to provide a level of inclusiveness for individuals with health needs (evidence of this agreement must be documented on an Individual Health Management Plan (IHMP)); and
- d. individuals seen as a potential risk to the safe environment of ADF Cadets undergo a medical clearance as a condition of participation (Annex A – Health Clearance Exemplar form provides the basis for requests for medical clearance).

MANAGEMENT OF HEALTH CONDITIONS

2.5.5 ADF Cadets must facilitate the notification of health conditions through enrolment and management documentation. Implementing reasonably practicable adjustments to accommodate the health conditions of participants involves working in partnership with the participant (and for cadets, their parents/guardians) to ensure their health needs are identified and support strategies planned. ADF Cadets use IHMPs to understand and make a formal record of the agreed health management actions for individual participants.

2.5.6 An IHMP should be created in conjunction with a participant's medical practitioner/family. The plan must clearly:

- a. identify the individual's name (a photo, if available)
- b. outline the individual's diagnosis/condition
- c. explain the potential impact of the condition on the individual's ability to fully participate in ADF Cadets and provide relevant important information to assist in managing the condition
- d. clarify expectations and responsibilities for all involved in the management of the health condition while participating in ADF Cadets
- e. outline the first aid response (if appropriate)
- f. outline treatment
- g. specify what medication is required, how to administer it and where it is located
- h. provide a detailed list of emergency contact numbers.

2.5.7 An IHMP must list all actions and requirements for the management of any health conditions. DGANC, COMD AAC and DGCADETS-AF or their delegates may have to cancel the participation of an individual if they cannot safely manage the IHMP requirements.

2.5.8 DGANC, COMD AAC and DGCADETS-AF require IHMPs to be updated by participants when any health conditions change or when a new health condition arises. These changes will require a re-assessment of the participant's suitability for ongoing participation in ADF Cadets. Version control practices are to be implemented to ensure the current IHMP is available for the management of the health conditions.

2.5.9 ADF Cadets Adults are to ensure IHMPs are checked and considered when developing cadet activities and assessing WHS requirements. Some activities within the ADF Cadets may require participants to demonstrate a suitable level of health to participate, including those with an existing IHMP. Participants may be required to provide a medical clearance in accordance with Annex A – Health Clearance Exemplar form.

2.5.10 IHMPs must be stored on CadetNet with a hard copy provided to all supervisors and supporting people in situations where CadetNet is not available.

2.5.11 When completing Activity Risk Assessments, consideration must be given to the impact participants' health conditions may have on the activity. Considerations may include:

- a. the location of the activity and its potential impact on emergency service response times
- b. the numbers and ratios of ADF Cadets Adults and young people for the particular activity
- c. the numbers and types of visitors, such as parents
- d. the level of risk the activity presents and the remoteness of the location
- e. the potential impact of the physical layout of the activity/facility and whether this may impact upon the safe running of the activity and/or ability to obtain medical assistance, if required.

2.5.12 **Allergens.** ADF Cadets are to take precautions to mitigate the risk and consequences of exposure to food and other allergens. Where ADF Cadets Officers of Cadets (OOC) or Instructors of Cadets (IOC) have been notified that a participant has an allergy, clearly articulated and effective procedures are to be implemented, via an IHMP, to mitigate the risk to the individual. These should include the appropriate management of foodstuffs.

2.5.13 A warning must be included in joining instructions for cadet activities. The following statement is to be promulgated to all ADF Cadets participants and their parents/guardians:

“The Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (for example, peanuts) in relation to the consumption of food

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during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. Parents may consider it is in their child's best interest not to allow participation of their child in the proposed activity. In the event that the child is allowed to attend a catered cadet activity, the parents may choose to provide, at their own expense, sufficient food to cover the duration of the activity."²

2.5.14 Defence policy **prohibits** cadets, parents and volunteers from being issued with and consuming ADF Combat Ration Packs (CRP) under any circumstances.

2.5.15 **Contagious conditions.** In the event that a participant in an ADF Cadets activity is found to have a contagious condition or is suspected of having one, action must be taken in accordance with the relevant State or Territory Health Department guidelines and directions from the Public Health Medical Officer (PHMO) at the Public Health Unit: www.health.gov.au

2.5.16 Although supported wherever practicable by the ADF Cadets, individual participants are responsible for the correct management of their medical equipment, medication and other health related consumables.

2.5.17 ADF Cadets must maintain records relating to participants health conditions as follows:

- a. IHMPs
- b. changes to IHMPs
- c. the administration of medication
- d. emergency health actions
- e. any other related documentation

PROVISION OF FIRST AID

2.5.18 First Aid is immediate assistance provided to a sick or injured person until full medical treatment is available. First aid does not take the place of professional medical treatment.

2.5.19 Triple Zero (000) is Australia's primary emergency call service number and should be used to access emergency assistance from all telephones (landline, mobile phones and payphones).

² Comcare v Commonwealth of Australia [2009] Federal Court of Australia 700. The Undertaking given by the Commonwealth to Comcare.

2.5.20 DGANC, COMD AAC, and DGCADETS-AF must ensure that all IOC and OOC maintain currency in first aid training, including anaphylactic first aid.

2.5.21 ADF Cadets are responsible for the provision of sufficient and accessible first aid equipment.

2.5.22 ADF Cadets should consider the provision of Automated External Defibrillator (AED) for higher risk activities or higher risk environments (for example, remote locations).

2.5.23 **Ambulance.** In the event that an ambulance is required to manage an ADF Cadets participant's medical/health condition, the cost of the ambulance is covered by the ADF Cadets.

2.5.24 **Defence health facilities and professionals.** The primary purpose of Defence health facilities is the provision of health services to ADF members. However, Defence health facilities can provide emergency treatment to ADF Cadets participants, where activities occur on bases with a Defence health facility, until civilian emergency services arrive.

2.5.25 All medical/health incidents occurring during cadet activities must be reported in accordance with Part 1, Section 3, Chapter 3.

2.5.26 Casualty notification. Formal notification of injury/illness or death (FATALCAS/NOTICAS reporting) is to be managed through the relevant parent Service HQ contact officer. They are responsible for arranging timely notification to the ADF cadet member's primary emergency contact (PEC) or additional emergency contact (AEC) and/or next of kin (NOK). Each Service-led cadet organisation must ensure procedures are implemented into respective incident management processes to enable timely and accurate notification of all incidents or fatalities involving IOC, OOC, DAH and cadets participating at an approved ADF cadet activity.

2.5.27 Whenever a medical/health incident attracts media interest, the relevant ADF Cadets headquarters should adhere to the media policy of its parent Service.

2.5.28 ADF Cadets must ensure accurate records of any first aid treatment administered to ADF Cadets participants are stored in accordance with the Section 4, Chapter 3 - Records Management and health records legislation.

2.5.29 **Post-Emergency** The [Defence Casualty Manual](#), provides information relating to the Australians Dangerously Ill Scheme. The Scheme supports eligible IOC, OOC, and cadets who are hospitalised due to a very serious injury or serious injury as a result of an ADF Cadets activity.

2.5.30 Funerals and Bereavement Support. The Defence Casualty Manual, provides information relating to expenses that may arise from an incident or accident occurring at an approved cadet activity, including financial assistance for funeral and associated expenses and bereavement support, for NOK of eligible IOC, OOC, DAH, and cadets.

PRIVACY

2.5.31 Disclosure of Personal Information. Defence personnel may disclose or authorise disclosure of personal information held by Defence about a youth or any other person to the youth's parents/guardians/specified next of kin or a responsible third party if:

- a. the youth has been involved in a youth protection event/incident (see Section 3, Chapter 3)
- b. they are reasonably satisfied in the circumstances that it is necessary and appropriate for the personal information to be disclosed to protect the health, protection and wellbeing of the youth after having considered:
 - (1) the youth's age and any wishes expressed by the youth
 - (2) the nature of the personal information and its relevance to the youth's health, protection and wellbeing
 - (3) the nature and seriousness of the youth protection event/incident
 - (4) whether or not the youth or other person to whom the personal information relates is willing and able to self-disclose the information.

2.5.32 Privacy matters relevant to this policy are to be managed in accordance with [Part 1, Section 1, Chapter 2](#) and the [Defence Privacy Policy](#).

Annex:

- A. Health Clearance Form

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division