

# UNCLASSIFIED

## AUSTRALIAN DEFENCE FORCE CADETS: MEMBER HEALTH MANAGEMENT

### INTRODUCTION

1.1 Proactive management of health conditions is critical to ensuring a safe and positive experience for all participants in the Australian Defence Force Cadets (ADF Cadets) program.

1.2 A safe and positive experience that fosters ADF Cadets member health requires:

- a. an approach that balances the member's participation with any identified risks to the individual's health and/or safety and the health and safety of others
- b. all program activities are to be conducted in an inclusive and supportive environment
- c. planning for, and responding to, existing or emergent health concerns.

### POLICY INTENT

1.3 This policy provides direction and guidance related to the health management of ADF Cadets members. This encompasses the provision of first aid, management of pre-existing conditions, physical fitness and mental health.

1.4 The Youth Policy Manual (YOUTHPOLMAN) [Glossary](#) provide definitions applicable to this policy

### POLICY PRINCIPLES

1.5 The principles that underpin this policy are:

- a. **Principle 1** – The safety and wellbeing of ADF Cadets members is paramount.
- b. **Principle 2** – ADF Cadets members receive appropriate first aid/health support.

1.6 ADF Cadets members are not employees of the Department of Defence, however for the purpose of the *WHS Act 2011* they are categorised as workers and 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.

1.7 This policy should be read in conjunction with the policies in the YOUTHPOLMAN including but not limited to:

- a. ADF Cadets: Work, health and safety
- b. Defence Youth Programs: Alcohol, tobacco and prohibited substances
- c. Defence Youth Programs: Diversity and inclusion
- d. ADF Cadets: Rehabilitation and compensation

### POLICY PRACTICE AND MEASURES

1.8 **Principle 1 - The safety and wellbeing of ADF Cadets members is paramount.**

## UNCLASSIFIED

1.9 All adult members, particularly those who have responsibility for the care and wellbeing of cadets, are responsible for ensuring they have the level of health and fitness that will enable them to undertake those responsibilities without putting either themselves, other members or the cadets for whom they are responsible at risk.

1.10 Maximising a person's participation in ADF Cadets activities requires an approach that balances an understanding of individual health needs with WHS responsibilities.

1.11 To ensure the ADF Cadets program and associated activities within individual cadet organisations are conducted in a safe environment for all members, the Chief of the Defence Force (CDF) or delegate may require a member (or prospective member) of the ADF Cadets to undergo a medical health clearance, as a condition of enrolment, or at any time considered reasonable for continued participation. Annex B – ADF Cadets Fitness for Participation form is an exemplar. The Cadet Organisations will specify the requirements for their Youth Program activities.

1.12 Implementing reasonably practicable adjustments involves working in partnership with the member (and, for cadets, the cadet and their parents/guardians) to ensure that their medical/health needs are identified and support strategies planned. Individuals will assist this process by:

- a. complying with any policies, procedures and reasonable instructions regarding health and safety (e.g. alcohol, tobacco and prohibited substances)
- b. reporting and seeking prompt treatment for any injury or illness sustained during ADF Cadets activities
- c. informing their relevant cadet organisation of anything that may impact on their ability to participate in the ADF Cadets program (including, for staff, their ability to provide a safe and positive experience for the young people in their care).

### INDIVIDUAL HEALTH MANAGEMENT PLAN

1.13 The primary means for members to notify the relevant cadet organisation of a health or fitness condition/health need is at the point of registering and interest to become an adult volunteer or cadet enrolment. During the enrolment process prospective members or a cadet's parents/guardians are to:

- a. discuss the individual's health condition/requirement and Individual Health Management Plan (IHMP), and provide the plan to the unit OOC/IOC;
- b. consent to relevant information being provided to other relevant cadet unit members such as the cadet unit first aid officer;
- c. provide an individual health management plan both at enrolment and where required for each activity and
  - (1) all relevant equipment;
  - (2) food allergy and medical alert products such as bracelets, wrist band, wallet cards;
  - (3) medication to support the health condition; and
  - (4) ensure that medications are well maintained, labelled correctly and within their expiry date.

## UNCLASSIFIED

1.14 ADF Cadets must comply with the *Privacy Act 1988* that protects an individual's rights in relation to the collection and use and storage of personal and health information.

1.15 Whenever changes occur to an individual's health condition/needs or IHMP, they must inform their cadet organisation as soon as possible, in accordance with that cadet organisation procedure. Annex A provides guidance on individual health management plans.

1.16 Some specific activities within the ADF Cadets program may require members to demonstrate a minimum level of fitness in order to be suitable to participate (ie. camps/bivouacs, flying or watercraft activities). Members will be advised of any such requirements prior to the activity. The Health Clearance form may be required to be completed to allow participation to occur. The ADF Cadets units will conduct a risk assessment for each activity and incorporate management strategies.

1.17 Certain health conditions may preclude individuals from participating in all or part of an ADF Cadets activity. Health needs can be chronic or acute and may include conditions that require an IHMP. The development and application of IHMPs should be factored into activity planning and activity risk assessments. Reasonable adjustments should be made so far as reasonably practicable to maximise participation. The [YOUTHPOLMAN Glossary](#) provides definitions applicable to this policy.

1.18 **Activity Risk Assessments.** In accordance with Defence WHS policy Work health and safety risk management is an integral part of the strategic, operational and line management planning processes. Each cadet organisation is to ensure that units conducting activity risk assessments comply with the requirements of *Defence Work Health and Safety Risk Management* policy and procedures including but not limited to:

- 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. fitness requirements related activities;
- d. identifying high risk activities and remote locations;
- e. response to medical emergency; and
- f. 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.

1.19 The ADF Cadets will facilitate adjustments so far as Reasonably Practicable within their Youth Development Programs.

1.20 **Planning.** In accordance with Defence WHS policy – Division 4 - *Emergency Preparedness and Management Policy and Guidance*, each Cadet organisation is to have a documented part of the broader emergency management plan. These plans are to include, but are not limited to the following:

- a. an effective response to an emergency;
- b. evacuation procedures;

## UNCLASSIFIED

- c. notifying emergency service organisations at the earliest opportunity;
- d. medical treatment and assistance;
- e. effective communication between the authorised unit conducting the activity and the relevant cadet organisation chain of command to coordinate the emergency response and all persons at the activity;
- f. testing of the emergency procedures, including the frequency of testing; and
- g. information, training and instruction to relevant persons in relation to implementing the emergency procedures.

1.21 **Allergens.** Cadet organisations are to take precautions to mitigate the risk and consequences of reactions caused by exposure to food allergens and other allergens. Where ADF Cadets OOC/IOC have been notified that a member has an allergy, clear articulated and effective procedures are to be implemented to mitigate the risk to the individual. Defence policy prohibits cadets under any circumstances from consuming ADF ration packs.

1.22 **Contagious conditions.** In the event that a member/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.

1.23 **Medical equipment, medication and consumables.** Parents, guardians and individual members must provide equipment, medication and associated consumables to manage the member's medical/health condition. These items must be:

- a. clearly labelled;
- b. stored appropriately, accessible if required ie. Asthma puffers; and
- c. monitored for serviceability and/or currency.

1.24 **Principle 2 – ADF Cadets members receive appropriate health support/ first aid.**

1.25 First aid is the immediate care of an injured or suddenly sick person.

1.26 First aid does not take the place of professional medical treatment. The nature of first aid means that most people will only have a limited knowledge, and in emergency situations, first aiders are advised to FIRST seek professional help. This is done by calling, 000 or assigning an able bystander to call, an emergency number, The key guiding principles and purpose of first aid is to:

- a. preserve life including the life of the casualty, bystander and rescuer.
- b. protect the casualty from further harm by ensuring the scene is safe.
- c. provide pain relief through the use of ice packs or simply applying a sling.
- d. ensure the injury or illness does not become worse because of the treatment.
- e. provide reassurance.

1.27 The Cadet organisations must comply with the first aid requirements outlined in the *Defence Work Health and Safety Manual – First Aid Policy and Guidance*.

## UNCLASSIFIED

1.28 First aid is to be administered by personnel holding nationally accredited First Aid qualifications. In accordance with the *Defence Work Health and Safety Manual – First Aid Policy and Guidance*.

1.29 The Parent Service of each cadet organisation must ensure that cadet units have established and maintained first aid resources in accordance with the Defence WHS *First Aid* policy. This includes, but is not limited to:

- a. ensuring that an adequate number of members are trained to administer first aid,
- b. provision to first aid equipment ie first aid kits and other medical devices; training including refresher training.

1.30 First aid equipment should be commensurate with the nature of the activity and assessed risks. The Parent Service should also consider the provision of Automated External Defibrillator (AED) to cadet organisations for higher risk activities or higher risk environments (such as remote locations).

1.31 **Ambulance.** In the event that an ambulance is required the cost of the ambulance is covered by the Parent Service of the member's cadet organisation. When assisting with a medical situation and determining if an ambulance should be called, the first aider should not take into account the payment or liability incurred through the use of the ambulance service. If, after the assessment, the first aider determines that an ambulance should be called, even if the patient does not agree, then an ambulance should be called. This decision should be based purely on the seriousness of the illness/injury.

1.32 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). There are also two secondary emergency call service numbers —112 and 106.

1.33 112 is available from **Global System for Mobile Communications (GSM)** or GSM derived mobile phones. 106 connects to the text-based relay service for people who have a hearing or speech impairment. All calls to the emergency numbers, whether from fixed, mobile, pay phones or VoIP services are free-of-charge.

1.34 You should only call 000 when a situation is threatening to life or property, or time-critical. If a situation is not urgent but does need the attention of an emergency service organisation, you should identify the number of local police, fire or ambulance services. Further information is available from the [Australian Communications and Media Authority](#)

1.35 **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 members participating in activities on bases with a Defence health facility until civilian emergency services arrive.

1.36 **Mental Health.** Many people will experience some form of mental health problem at some time in life. Annex C provides information regarding the management of mental health in the ADF Cadets program.

1.37 **Reporting.** Health incidents occurring during cadet activities must be reported in accordance with the ADF Cadets Work Health and Safety policy and the applicable Defence procedures - Sentinel.

## UNCLASSIFIED

1.38 Whenever a health incident may attract media interest, the relevant Cadet organisation headquarters should adhere to its Parent Service media policy.

1.39 **Record Keeping.** The first aider must detail and provide accurate records of any first aid treatment and report to the relevant cadet organisation's Safety Coordinator, supervisor or chain of command. Records are to be stored in accordance with the Defence Records Management Policy Manual (RECMAN) and health records legislation.

1.40 Each cadet organisation Records management systems are required maintain records relating to:

- a. Consent to share information relevant to the member's health condition/need;
- b. the administration of medication;
- c. IHMPs;
- d. emergency health plans; and
- e. any related documentation.

1.41 **Privacy.** ADF Cadets complies with the *Privacy Act 1988* that protects an individual's rights in relation to the collection and use of personal information. Information relating to the provisions of and disclosure protocols can be found in the YOUTHPOLMAN part 1.

1.42 **Post-Emergency.** The Australians Dangerously Ill (AUSDIL) Scheme supports eligible members of the ADF Cadets (Officers of Cadets, Instructors of Cadets and Cadets) who are hospitalised due to a very serious injury or serious injury as a result of an ADF Cadets activity. Assistance may include arranging and funding approved visitors to the hospitalised member. The process is managed through the relevant cadet organisation headquarters and the Defence Community Organisation.

### RELATED MATERIAL

- a. *Work Health Safety Act 2011*
- b. *Discrimination Act 1999*
- c. *Disability Discrimination Act 1992*
- d. *Privacy Act 1988*
- e. Defence Work Health and Safety Manual

### Annexes:

- A. Individual Health Management Plans
- B. Health Clearance form
- C. Mental Health and Wellness Awareness

Accountable Officer: Vice Chief of the Defence Force

Policy Officer: Head Reserve and Youth Division/Commander ADF Cadets



## INDIVIDUAL HEALTH MANAGEMENT PLANS

### INTRODUCTION

Support to individuals with a health condition/need, whether permanent or temporary, is most effectively delivered using a fully informed and documented Individual Health Management Plan (IHMP). An IHMP tells the responsible adults such as the cadet unit first aid officer what to do if the individual's condition is triggered or deteriorates during cadet unit contact hours and/or activities.

IHMP are usually created with the individual's medical practitioner, and:

- a. identifies the individual's name (many action plan templates don't include space for a photo, but it's best to include one).
- b. explains the individual diagnosis.
- c. gives the standard first aid 'ABC' response (assessment of casualty's airway, breathing, circulation).
- d. outlines at what stage the individual will need treatment and detail what this treatment will be (eg what signs indicate that the person needs to be given adrenaline).
- e. identifies what medication is required, how to give it and where it's located.
- f. provide a detailed list of emergency contact numbers

IHMP that require administering medication include a photographic identification.

### USEFUL INFORMATION

[WWW.EPILEPSY.ORG.AU](http://WWW.EPILEPSY.ORG.AU)

[WWW.ASTHMAAUSTRALIA.ORG.AU/NATIONAL/HOME](http://WWW.ASTHMAAUSTRALIA.ORG.AU/NATIONAL/HOME)

[WWW.DIABETESAUSTRALIA.COM.AU](http://WWW.DIABETESAUSTRALIA.COM.AU)

[WWW.ALLERGYFACTS.ORG.AU](http://WWW.ALLERGYFACTS.ORG.AU)

[HTTPS://WWW.ALLERGY.ORG.AU/HEALTH-PROFESSIONALS/ASCIA-PLANS-ACTION-AND-TREATMENT](https://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment)

[HTTP://WWW.HEALTH.GOV.AU/INTERNET/MAIN/PUBLISHING.NSF/CONTENT/MBSPRIMARYCARE-CHRONICDISEASE-PDF-INFOSHEET](http://www.health.gov.au/internet/main/publishing.nsf/content/mbsprimarycare-chronicdisease-pdf-infosheet)



UNCLASSIFIED



Australian Government  
Department of Defence

## ADF CADETS FITNESS FOR PARTICIPATION HEALTH CLEARANCE [EXEMPLAR]

Dear

The ADF Cadets program provides adventurous activities [*Cadet Organisations will specify the requirements for their Youth Program activities*]. In support of your membership to the ADF Cadets program and participation in cadet unit activities we would like to advise you to seek medical advice because:

- a. the cadet organisation has reviewed the information you provided in your application and require further medical clearance for participation to be accepted; and/or
- b. the activity risk assessment conducted by the cadet unit to which you participate. has identified fitness requirements related to the activity which may impact on your participation.

This clearance is in accordance with the duty of care requirements outlined in the WHS Act 2011 and the ADF Cadets Health Management policy contained in the Youth Policy Manual.

Before continuing with your application for membership in the ADF Cadets program or participation in a specific cadet unit activity please ask your Doctor to complete this form providing medical clearance on clinic letterhead and return the form to us at your earliest opportunity.

In order to provide duty of care to members, if your Doctor requires further information he/she can contact me on [*insert relevant POC details*]

The following information to be completed by a Medical Doctor [Clinic letterhead required]

I.....(Dr Name)  
 have examined.....(members name) and find this  
 person **FIT/UNFIT** (please indicate) to participate in ADF Cadets program or cadet  
 unit activity. Participation can occur provided that the following guidelines are  
 adhered to:

Please list any restrictions/adjustments that should apply to the activities:

.....  
 .....  
 .....

Signature of Examiner.....

Clinic

Address.....Phone.....Fax.....

Date of Examination.....Provider Number.....





## MENTAL HEALTH AND WELLNESS

While it is not the responsibility of an OOC/IOC or Defence Approved Helper to diagnose whether a person is suffering from a psychological injury or mental illness, they may be in a position to notice changes in the person's regular behaviours.

Recognising and reacting appropriately to signs of distress provides the earliest opportunity to take action to support the person.

This page provides the following information:

- Heads Up campaign;
- Training/Workshops;
- Tips for mental wellness; and
- Websites and Support/Resources - publications and websites.

**HEADS UP CAMPAIGN** - 'Heads up' provides tools and resources needed to create a mentally healthy environment: - where people are happier, healthier and more productive; where the risks and costs of mental health are minimised; and where old stigmas are a thing of the past.

Access the site: <https://www.headsup.org.au> - *cut and paste into Google Chrome if experiencing difficulties opening up the site*

**MENTAL HEALTH FIRST AID** Mental health first aid is the help provided to someone who is developing a mental health problem, has a worsening of an existing mental health problem or is in a mental health crisis. The first aid is given until appropriate professional help is received or the crisis resolves. Mental health first aid strategies are taught in evidence-based training programs authored by Mental Health First Aid (MHFA) Australia and conducted by accredited MHFA Instructors across Australia. [Mental Health First Aid](#)

**The Youth Mental Health First Aid Course** is for adults working or living with adolescents (those aged between 12 and 18 years), however, the course can be relevant for those helping people who are a little younger or older. This course is particularly suitable for parents, teachers, sports coaches, and youth workers. Where there is a reasonable suspicion that an ADF Cadets member has a mental health issue or is suffering a mental health episode the immediate action is to call 000 and provide the following help by:

- b. ensuring the person is not left alone;
- c. maintaining the person's safety and the safety of others;
- d. immediately notify emergency contact(s) ie family/parents/guardians;
- e. Immediately notify your cadet organisation regional incident manager; and
- f. document all actions.





All incidents must be reported in accordance with the policies contained in the [Youth Policy Manual](#) (YOUTHPOLMAN) Crisis/Life in immediate danger call 000 for police or ambulance

## TIPS TO MAINTAINING MENTAL WELLNESS

There are simple steps that can be taken to protect and maintain mental wellness, such as:

- Keep physically active and maintain regular sleep patterns
- Eat a well balance diet and drink alcohol in moderation
- Value yourself and others
- Talk about your feelings
- Maintain regular sleep patterns;
- Keep in touch with friends and family
- Get involved - make a contribution
- Do something creative and/or learn a new skill
- Take a break
- Ask for help

## RESOURCES AND LINKS

- A Guide to Promoting Health and Wellbeing in the Workplace
- ABC Health & Wellbeing
- Australian Drug Information Network
- Australian Red Cross
- Better Health Channel
- Cancer Council Australia
- CSIRO
- Department of Health
- healthdirect Australia
- Health & Wellbeing - Government of South Australia
- 'Life. Be in it'
- Nutrition Australia
- Simple Guide to Workplace Health and Wellbeing - WorkSafe Tasmania
- Workplace Health and Wellbeing Program - Nutrition Australia
- [Mental Health First Aid](#)
- [Heads Up](#)
- [Beyond Blue](#)

## HELPLINES

- **Lifeline** - 13 11 14
- **Suicide Call Back Service** - 1300 659 467
- **Men's Line** - 1300 78 99 78
- **QLife** - 1800 184 527
- **Kids Helpline** - 1800 55 1800
- **Employee Assistance Program (EAP) Converge International** - 1300 687 327 (Australia)

