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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 ADF Cadets activities, both adults and young people. ADF Cadets member health management encompasses fitness for participation, management of health conditions, and the provision of first aid – physical and mental health in particular.

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

- a. an approach that balances a member's desire and/ or need to participate and whether participation poses a risk to any individual's health and/or safety
- b. participation only to a level appropriate to the individual's health and fitness
- c. all program activities to be conducted in an inclusive and supportive environment
- d. planning for, and responding to, existing or emergent health concerns.

POLICY INTENT

1.3 The purpose of this policy is to ensure that participant health is managed appropriately with due consideration of pre-existing and emerging needs and the provision of prompt and effective treatment in the event of a health incident.

POLICY PRINCIPLES

1.4 The principles that underpin this policy are:

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

1.5 Under the *Work Health Safety (WHS) Act 2011*, workers 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.

1.6 This policy should be read in conjunction with the policies in the Youth Policy Manual (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

1.7 **Principle 1** - The health and fitness of ADF Cadets members is a priority.

1.8 All Adults, 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 for at risk.

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1.9 The primary means for adults and cadets to notify the relevant cadet organisation of a health or fitness condition/requirement is at the point of their enrolment application. For youth the enrolment process a cadet's parents/guardians are to:

- a. discuss the individual's health condition/requirement and individual health management plan, 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. This information will be held by Defence in accordance with *The Privacy Act*.
- c. provide an Individual Health Management Plan (IHMP) both at the time of enrolment and, where required, for each activity.
 - (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
 - (4) ensure that medications are well maintained, labelled correctly and within their expiry date.

1.10 Whenever changes occur to an individual's health condition/requirements, they should inform their cadet organisation as soon as possible, in accordance with that cadet organisation procedure.

1.11 Some specific activities within the ADF Cadets program may also require members to demonstrate a suitable level of health and fitness to participate (ie camps/bivouacs, flying or watercraft activities). Members are to be advised of any such requirements prior to the activity and provided with reasonable support to allow participation to occur (including, where possible, reasonable adjustments for a level of participation). 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 clearance, as a condition of enrolment, or at any time considered reasonable for continued participation. Annex B – Health Clearance Exemplar form.

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

1.13 Implementing reasonably practicable adjustments involves working in partnership with the member (and, for cadets, their parents/guardians) to ensure that their medical/health needs are identified and support strategies planned. Individuals can 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).

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1.14 [The Youth Policy Manual Glossary](#) defines 'Reasonable Adjustment'.

1.15 **Planning.** In accordance with Defence WHS policy, each Cadet organisation is to have a documented emergency management planning process and associated emergency management procedures. These are to include, but are not limited to:

- a. prevention and mitigation strategies;
- b. preparedness;
- c. response;
- d. recovery;
- e. review and evaluation of the handling of emergencies; and
- f. facilitation of the return of the activity to normal as soon as possible.

1.16 **Activity Risk Assessments.** In accordance with Defence WHS policy each cadet organisation is to ensure that units conducting activity risk assessments consider:

- 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 and or other members
- d. high risk activities and remote locations
- e. 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.

1.17 **Allergens.** Cadet organisations are to take precautions to mitigate the risk and consequences of exposure to food 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. These should include the appropriate management of foodstuffs.

1.18 Defence policy prohibits cadets under any circumstances from consuming Navy, Army or Air Force combat ration packs.

1.19 **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.

1.20 **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. stored appropriately
- b. accessible
- c. monitored for serviceability and/or currency.

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

1.22 First aid is the immediate care of an injured or suddenly sick person. Cadet organisations must comply with the first aid requirements outlined in the *Defence Work Health and Safety Manual – First Aid Policy and Guidance*.

1.23 First aid does not take the place of professional medical treatment which is initiated by calling 000. First aid is limited to:

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

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

- a. first aid training including refresher training
- b. sufficient appropriate and accessible first aid equipment and kits

1.25 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).

1.26 **Ambulance.** In the event that an ambulance is required to manage a member's medical/health condition, 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.

1.27 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).

1.28 **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.

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

1.29 **Reporting.** All incidents occurring during cadet activities must be reported in accordance with the Defence Work Health and Safety policy and applicable Defence procedures.

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

1.31 **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.

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

- a. the administration of medication
- b. IHMPs
- c. emergency health plans
- d. any related documentation.

1.33 **Privacy.** First aiders must comply 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.

1.34 **Post-Emergency** The Defence Causality and Bereavement Manual, provides information relating to 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.

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

Annex:

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

Accountable Officer: Chief Joint Capability

Policy Owner: Head Reserve and Youth Division

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 in the ADF Cadets program activities what to do if the individual's condition starts to deteriorate during cadet unit contact hours and/or activities.

IHMP are Created with the individual's medical practitioner, the plan must clearly:

- identify the individual's name (many action plan templates don't include space for a photo, but it's best to include one).
- explain the individual diagnosis.
- give the standard first aid 'ABC' response (assessment of casualty's airway, breathing, circulation).
- outline 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).
- identify what medication is required, how to give it and where it's located.
- provide a detailed list of emergency contact numbers

USEFUL INFORMATION

WWW.EPILEPSY.ORG.AU

WWW.ASTHMAAUSTRALIA.ORG.AU/NATIONAL/HOME

WWW.DIABETESAUSTRALIA.COM.AU

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)



HEALTH CLEARANCE FORM
(EXEMPLAR)

Dear

We would like to advise you to seek medical advice as a result of the ADF Cadets program:

- a. review of the information provided in your application for membership; or
- b. the cadet unit to which you participate has conducted an activity risk assessment.

This clearance is in accordance with the requirements outline in the ADF Cadets Health Management policy contained in the Youth Policy Manual.

Before continuing with your application for membership or participation in the ADF Cadets program please ask your Doctor or Allied Health Practitioner (Physiotherapist, Dietician, Exercise Physiologist etc) to complete this form or provide a medical clearance on clinic letterhead and return the form to us at your earliest opportunity.

The ADF Cadets program provides adventurous activities such as hiking, sailing, canoeing, basic survival skill, fieldcraft, abseiling, flying, gliding and orienteering.

In order to provide best practice approach to members, if your Doctor or Allied Health Practitioner requires further information he/she can contact me on *[insert relevant POC details]*

The following information to be completed by a Medical Doctor or Allied Health Practitioner [Clinic letterhead required]

I.....(Dr AHP Name)
have examined.....(members name) and find this person **FIT/UNFIT** (please indicate) to participate in ADF Cadets program 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 WELLBEING

While it is not the responsibility of an OOC/IOC or Defence Approved Helpers (volunteers) 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 wellbeing
- 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
- f. document all actions.



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Crisis/Life in immediate danger call 000 for police or ambulance

TIPS TO MAINTAINING MENTAL WELLBEING

There are simple steps that can be taken to protect and maintain mental wellbeing, 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)