

Swift Sports Coaching First Aid policy



History of most recent policy changes

Version	Date	Reason for Change
V1	7 th August 2017	Creation
V2	15th August 2019	updated
V3	August 2020	Review
V4	August 2021	Review
V5	August 2022	Review
V6	August 2023	Review
V7	August 2024	Review

It is our responsibility to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought. Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our service users.

First Aid means:

(a) Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained and

(b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse. It should be noted that treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Swift sports coaching will ensure that;

- ☐ There will be at least one qualified first aider on site
- ☐ A First Aid kit is available (containing items that are required and recommended by statutory legislation).
- ☐ The contents of First Aid boxes will be checked regularly restocked as necessary.
- ☐ Where first aid is needed a qualified member of staff will attend to the child once they have ensured that there is adequate cover for the remaining children
 - ☐ In the event of an accident, first aid will be administered, and an accident form completed stating the child's name, date of birth, date and time of accident and if anyone else was involved or witnessed the accident. The first aid administered and action taken to prevent reoccurrence will also be included.
- ☐ This information is kept confidential. The form is signed by a member of staff and then signed by the parent/guardian when the child is collected.
- ☐ First aid records will be kept and stored by Swift Sports Coaching Senior staff.
 - ☐ In the case of emergencies, a member of staff remains with the child and/or accompanies the child to hospital until a parent/guardian arrives. The child's registration form containing medical details will be shown to the relevant hospital staff.
- ☐ Only staff who have received training may administer first aid.

The First Aider's role includes:

- ☐ The administration of First Aid up to but not exceeding their level of training
- ☐ Ensuring that any incident and any treatment is recorded
- ☐ Establish the First Aid need by risk assessment
- ☐ Reporting to parents/carers of any minor injuries or first aid administration. This can be done verbally either in person or over the telephone
- ☐ Ensuring all spillages of bodily fluids are cleaned up and disposed of promptly
- ☐ Maintaining stocks within First Aid boxes
- ☐ Understanding the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

The First Aiders' responsibilities include:

- ☐ Ensuring their own recommended immunisations/injections are up to date
- ☐ Reporting any illnesses or injuries that would preclude their abilities to administer First Aid
- ☐ Attend refresher training
- ☐ Responding promptly to all requests for assistance
- ☐ Summoning further help if necessary
- ☐ Looking after the casualty until recovery has taken place or further medical assistance has arrived
- ☐ Reporting details of any treatment provided
- ☐ Calling an ambulance where necessary.

Accident and Injury Reporting

All first-aid incidents should be recorded. Wherever possible staff should speak to the parent/carer concerned. Where a child has a serious injury or injury to the head, the staff member should inform a member of senior staff who will decide whether parents should be contacted immediately.

In the case of major accidents, it is the decision and discretion of a senior staff member to call the emergency services. In the event of lone working it is the decision of the individual. If a member of staff makes a call to the emergency services, they must: 1. State what has happened 2. The child's name 3. The age of the child 4. Whether the casualty is breathing and/or unconscious 5. The location of the premises

. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is a staff member, their next of kin should be called immediately. All contact numbers for parents and staff next of kin will be recorded on registers.