

Creative Sports Coaching CIC

First Aid Policy



Aims

This policy aims to:

- Ensure that Creative Sports Coaching CIC has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the venues when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- [Health and Safety at Work etc. Act 1974](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 1995](#)
- [Automated external defibrillators \(AEDs\)](#)

Roles and responsibilities

Creative Sports Coaching CIC has responsibility for:

- Ensuring that there is a sufficient number of appointed first aiders within the staff.
- Ensuring that there are procedures and arrangements in place for first aid during all activities
- Ensuring that insurance arrangements provide full cover for any potential claims arising from the actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out their first aid duties.
- Ensuring that adequate equipment and facilities are provided when commencing delivery.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for participants and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst the staff to take the lead in first aid arrangements and procedures at each training centre.

The directors are responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and families are made aware of the company policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the location of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all participants and staff are aware of the identities of the first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.

- Endeavouring at all times to secure the welfare of the participants at the training centres.
- Making participants and families aware of the procedures to follow in the event of illness, accident or injury.

First aiders are responsible for:

- Completing and renewing their training as requested.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

The appointed person is responsible for:

- Overseeing the company's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment e.g. restocking the first aid kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
- Maintaining injury and illness records as required.

First aid provision

Creative Sports Coaching CIC will routinely evaluate its first aid arrangements to ensure that they continue to be appropriate for hazards and risks at the training centres, the needs of any vulnerable individuals and the nature and distribution of participants throughout the activities.

Creative Sports Coaching CIC will have suitably stocked first aid kits. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- Regular and large bandages
- Sterile eye pads
- Triangular bandages
- Safety pins
- Adhesive tape
- Sterile dressings
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

All first aid kits will be identifiable for all staff. The appointed person will routinely examine the contents of the first aid kits, including any first aid kits for off-site use; these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid kits are stored and maintained with each lead staff member and brought to each training centre:

First aiders

The main duties of first aiders will be to administer immediate first aid to participants, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary. Creative Sports Coaching CIC will ensure that all first aiders hold a valid certificate of competence, issued by an approved organisation, and that the training course includes resuscitation procedures for children.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the company Directors. Creative Sports Coaching CIC will ensure that refresher training and retesting of competence is arranged for first aiders within the company before certificates expire.

The appointed person will be responsible for maintaining medical supplies and ensuring all first aid kits are properly stocked. Creative Sports Coaching CIC will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover at all training centres.

Automated external defibrillators (AEDs)

First aiders are responsible to locate where the AED is located at each training centre, first aiders will follow the step-by-step instructions displayed on the device. A general awareness briefing session to promote the use of AEDs will be provided on an annual basis.

On-site emergency procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will administer the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position.
- If the first aider judges that participants are too unwell to remain on site, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents.
- If the emergency services are called, the company Director will contact parents immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

In line with government guidance, there will be at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises at all times.

Reporting accidents and record keeping

Parents will receive an email notification informing them of any treatment administered by a first aider. Following a serious injury, and in all instances of a head injury, parents

will be contacted by telephone. In the event of an injury to the head, whether major or minor, parents will also be given guidance on the action to take if symptoms develop.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards e.g. whether they were sent home or went back into training.
- Name of the first aider who dealt with the incident.

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, except where participants have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the expiry date of the medicine.

Medicines brought in for participants will be returned to their parents for safe disposal when they are no longer required or have expired.

Parents will advise the company Director when a child has a chronic medical condition or severe allergy so that an action plan can be implemented and instructed to staff in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

Illnesses and allergies

When a participant becomes ill during the day, the parents will be contacted and asked to pick their child up as soon as possible. A quiet area will be set aside for participants to rest while they wait for their parents to pick them up. Pupils will be supervised during this time.

Consent

Parents will be asked to complete a medical information form when their child is registered to attend an activity which includes emergency contact numbers and details of allergies and chronic conditions.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the participant in mind.

Monitoring and review

This policy will be reviewed annually and any changes communicated to all members of staff. The next scheduled review date of this policy is July 202 .

All members of staff will be required to familiarise themselves with this policy as part of their induction.

Appendix 2

Accident Report Form for Creative Sports CIC

Name of injured person	Role / Class of injured person	Location of incident	Date and time of incident
<p>Incident details <i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
<p>Actions taken <i>Describe the steps taken in response to the incident, including any first aid treatment and what happened to the injured person immediately afterwards</i></p>			
<p>Follow-up action required <i>Outline what steps the school will take to check on the injured person and what it will do to reduce the risk of the incident happening again</i></p>			

Name of person attending the incident:

Signed:

Date:

Appendix 3

First aid training log

Name / type of training	Staff who attended	Date attended	Date for training to be updated (where applicable)
Introduction to first aid in football	James Hatch Daniel Saunders Scott Wilson Bailey Knight Gemma Roberston		
Level Three award in Paediatric first aid	James Hatch		
IQL Level Three award in first aid	James Hatch		
NCFE Cache Level Two certificate introducing caring for children and young people	James Hatch		