



First Aid Policy for Ace Sports Coaching.

Location: Ace Sports

Policy Created By: Nick McGowan

Policy Date: September 2024

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1. Introduction

At Ace Sports Coaching, we are committed to ensuring the health and safety of all children, staff, and visitors. Providing effective first aid is a key part of this commitment. This First Aid Policy outlines the procedures for managing injuries and illnesses and ensures that first aid is administered promptly and effectively in compliance with the Health and Safety (First Aid) Regulations 1981.

2. Aims and Objectives

The aims of this policy are to:

- Provide adequate and appropriate first aid equipment, facilities, and personnel at all times.
- Ensure that children, staff, and visitors receive appropriate first aid treatment in the event of an accident or illness.
- Ensure that staff are trained in first aid and understand their roles and responsibilities.
- Comply with the legal requirements for first aid in the workplace.

3. Responsibilities

3.1 Business Owner/Manager

The owner/manager is responsible for:

- Ensuring that the appropriate number of staff are trained in first aid, including paediatric first aid (for children under 5) and emergency first aid for sports activities.
- Ensuring that first aid kits are adequately stocked, regularly checked, and easily accessible.
- Keeping accurate records of all first aid training and ensuring that certifications are up to date.
- Conducting regular risk assessments to ensure that first aid provision meets the needs of the business.
- Ensuring that all incidents and accidents are properly documented, reported, and reviewed.

3.2 First Aid Trained Staff

First aiders are responsible for:

- Administering first aid in line with their training and the needs of the individual.
- Assessing whether further medical treatment is required and contacting emergency services if necessary.
- Recording all incidents and first aid treatments in the Accident/Incident Book.
- Keeping parents/guardians informed of any injuries or treatments provided to their child.

3.3 All Staff

All staff are responsible for:

- Being aware of first aid procedures and the location of first aid kits.
- Reporting any accidents, illnesses, or injuries immediately to a first aider.
- Assisting the first aider as required and ensuring the safety of others.

4. First Aid Training

We ensure that an adequate number of staff members are trained and certified in:

- **Paediatric First Aid:** For staff working with children under 5, as required by the Early Years Foundation Stage (EYFS) statutory framework.
- **Emergency First Aid at Work (EFAW):** For other staff members to handle emergencies that may occur during sports and childcare activities.
- **Sports First Aid:** For staff involved in physical education and sports coaching.

Staff training is refreshed every three years to maintain certification and competence.

5. First Aid Equipment

We ensure that:

- **First Aid Kits** are available at key locations on-site and are easily accessible during sports and childcare activities. Each kit is clearly marked and includes essential items such as plasters, bandages, sterile dressings, antiseptic wipes, and disposable gloves.
- **Portable First Aid Kits** are taken on all off-site activities, such as field trips or sports events.
- First aid kits are regularly inspected and restocked as necessary. Any used items must be replaced immediately after use.

6. Emergency Procedures

In the event of a serious injury or illness:

1. A trained first aider will assess the situation and administer appropriate first aid.
2. If the injury or illness is severe, emergency services (999) will be called immediately.
3. The child or staff member will not be left unattended, and basic first aid will be administered until professional help arrives.

4. Parents/guardians will be contacted as soon as possible and informed of the situation.
5. A member of staff will accompany the child or staff member to the hospital if required, and remain with them until a parent/guardian or family member arrives.

7. Reporting and Record Keeping

We maintain a record of all accidents and injuries in an **Accident/Incident Book**. This record includes:

- The date, time, and location of the incident.
- The name of the injured person.
- Details of the injury and first aid provided.
- The names of any witnesses to the incident.
- Details of any further medical treatment required.

For children, parents/guardians will be informed of any injuries or treatments, and they may be asked to sign the accident record to acknowledge that they have been informed.

Serious accidents, illnesses, or injuries will be reported to the relevant authority, such as the Health and Safety Executive (HSE) under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** if necessary.

8. First Aid for Specific Medical Conditions

8.1 Asthma

- Children with asthma should have their inhalers with them at all times.
- A spare inhaler, provided by the parent, should be kept on-site.

8.2 Allergies and Anaphylaxis

- For children with severe allergies, an up-to-date **care plan** will be in place.
- **EpiPens** or other prescribed medications should be accessible, and staff will be trained in their use.

8.3 Epilepsy and Seizures

- Staff will be trained to recognise the signs of a seizure and provide appropriate first aid.
- Emergency medication, if required, will be stored on-site, and parents will provide a care plan.

9. Hygiene and Infection Control

To prevent the spread of infection, staff will:

- Wear disposable gloves when administering first aid involving bodily fluids.
- Clean and disinfect any surfaces or areas affected by blood, vomit, or other bodily fluids.
- Dispose of soiled materials, such as dressings or gloves, in designated bins.
- Wash their hands thoroughly after providing first aid.

10. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or best practices. We will also monitor the effectiveness of the policy through:

- Regular audits of first aid procedures.
- Review of accident and incident reports.
- Feedback from staff and parents.

Next Review Date: September 2025

Policy Reviewed By: Nick McGowan