



## First Aid – Accident Prevention and Procedure

### **Prevention**

A risk assessment of the main coaching facility will be undertaken using the Risk Assessment Form at the start of each term.

A non written risk assessment of the facility will be undertaken by the lead coach at the commencement of each session.

The club will ensure that the required number of club members are first aid trained (minimum two).

### **Procedure**

A child is involved in an incident / accident that is either noticed by a coach or volunteer and deemed to require attention or is notified to a coach or helper by the affected child or another child.

**Stay Calm** - Act quickly and assess the situation deciding if there is a risk of further injury

**Listen** to what the injured person is saying

Inform the first aider. Deal with the rest of the group and ensure that they are adequately supervised

A first aider or other senior coach should take appropriate action for minor injuries, decide if the child can carry on with the activity, inform the parent / carer either by telling them when they come to collect the child or sending notification home with the child and complete an accident report form (this should be done as soon after the session as is practicable)

**If specialist treatment is required** - Call the emergency services. Stay with the child until the emergency services arrive

Do not attempt to move the child unless further injury is a risk

Contact the injured person's parent / carer

Complete an accident report form (this should be done as soon after the session as is practicable – contact Welfare Officer for forms and submission of forms).

**Club First Aiders** – Fergus Stapleton, Lisa Ivey, Julia Wilson, Andy Bristow, Brett Hauman



## **Availability of and Allocation of First Aid Kits**

### Matches

A team manager will be present with all teams whether they play at home or travel away. All team managers to have attended a first aid course.

At the start of each season each team manager will be given a first aid kit and it will be one of their responsibilities to ensure that this is available at each game.

Should they be unable to attend the match it is their responsibility to ensure that the first aid kit is given to a representative who will be present in their absence, who has up to date first aid training.

### Coaching

The Level 2/3 coach will be responsible for ensuring that there is a first aid kit available at each of his / her coaching sessions.

## **Medical Information**

In line with the policy for distribution of information, all coaches and team managers will have any medical information noted on the membership form made available to them. In addition the person taking the register at each session will ensure that emergency numbers and medical information are collected for any non club members.