



# First Aid Policy

## Introduction

Kick-Off Sports: We will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. See also Health & Safety policy. All staff, volunteers and visitors have a statutory obligation to follow and co-operate with the requirements of this policy. Aims & Objectives Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our activities.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed following any significant changes that may affect first aid provision
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them. 2 First Aid Provision Our first aid kit requirements:
  - First Aid boxes to be located at key points around the site classroom/premises.
  - Travel first aid kits when attending offsite provisions.
  - These must be checked each half term.
  - The needs assessment may indicate that additional materials and equipment are required, E.g., scissors, tweezers, adhesive micropore tape, disposable aprons etc.

The classroom/agreed designated point onsite as the first aid facility for treatment, sickness and the administering of first aid. If this is offsite, then first aid will be administered at the location the activity is taking place.

Off-site procedures: Kick-Off Sports staff will ensure they always have the following: A mobile phone A portable first aid kit Information about the specific medical needs of pupils Parents/carer contact details Risk assessments will be completed before the activity takes place.

- Emergency Arrangements following an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. The first aider/appointed person should always call an ambulance on the following occasions:
  - In the event of a significant injury or head injury
  - In the event of a period of unconsciousness

Whenever the first aider is unsure of the severity of the injuries

- Whenever the first aider is unsure of the correct treatment Emergency Arrangements

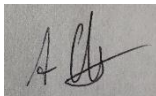
A phone call is to be made to the parent/carer, school or designated person

Accident report form filled.

**Record-Keeping and Reporting** First aid and accident record book An accident form will be completed by the first aider/relevant member of staff using an accident report form on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident, including all information on the form. A copy of the accident report form will also be added to the child's file and held in the first aid and accident book will be retained by Kick-Off Sports for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Reporting to the HSE Kick-Off Sports will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Kick-Off Sports will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include: Death Specified injuries, which are: o Fractures, other than to fingers, thumbs and toes or Amputations or Any injury likely to lead to permanent loss of sight or reduction in sight or Any crush injury to the head or torso causing damage to the brain or internal organs o Serious burns (including scalding) o Any scalding requiring hospital treatment or Any loss of consciousness caused by head injury or asphyxia Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident) Where an accident leads to someone being taken to hospital Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to: o The collapse or failure of load-bearing parts of lifts and lifting equipment o The accidental release of a biological agent likely to cause severe human illness o The accidental release or escape of any substance that may cause a serious injury or damage to health o An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>. Notifying parents Kick-Off Sports staff will inform parent/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a child has bumped their heads parents will receive a phone call immediately after the incident. Kick-Off Sports will also notify the school or any Authorities (if appropriate) of any serious accident or injury to a pupil while in our care.

**Approved by: Adam Clements**

**Signed by:**



**Date: 30/4/24**

**Review Date: 30/4/25**