

SPORTING INFLUENCE

Improving social skills through sport

First Aid Policy

INTRODUCTION

Sporting Influence recognises that it has a duty to protect the health and safety of staff and children within their care. The Head of the company, David Moss, has overall responsibility for first aid provision. Responsibility for day to day first aid procedures within a school term time setting, has been delegated to the staff from the schools in question and Sporting Influence staff will ensure they are aware of the procedures in all the different schools. The responsibility for the day to day first aid within the camp setting is delegated to the Sporting Influence staff. Each camp will have a designated hHead of First Aid each day, who will ensure all first aid is carried out correctly and will hand over any incidents to parents/carers at pick up.

The first aid procedures will be reviewed regularly at each place that we work and when starting in a new environment. All staff and children are expected to have high regard for safety at all times. In the event of an accident all members of the company or who are in the care of Sporting Influence should be aware of the support available. If anyone has any concerns about first aid within Sporting Influence they should contact David Moss.

AIMS

The company aims to provide a safe environment. First aid (training and equipment) is, therefore, available should an accident occur or someone become unwell. In term time and the school teaching environment each school will have their own equipment and trained first aiders who will be on hand to deal with any accidents. During camps in school holidays there will be a designated Sporting Influence First Aider each day and a Deputy First Aider, should the Lead First Aider become unavailable.

The purpose of the policy is to:

- Provide effective, safe first aid cover for children and staff.
- Ensure that first aid information is readily available and that all users of Sporting Influence know how to call for help.
- Ensure that first aid kits for minor injuries are carried by each member of staff and readily available at sports camps and that they are all regularly maintained.
- Provide awareness of health and safety issues within the camps, to prevent, where possible, potential dangers or accidents.
- Ensure all the schools have made Sporting Influence staff aware of any health and safety issues within the school.

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Each school will have First aid notices which will be displayed on notice boards across the site. For the camps the children will be informed throughout their time at Sporting Influence camps who to go to and where to go to for any health and safety and first aid information.

RISK ASSESSMENT

Considerations for first aid provision include:

- The size and location of the site used for the camp.
- Any specific hazards or risk on the site you are teaching or at camp.
- Any staff/pupils with special health needs or disabilities.
- How many members of staff are first aid trained available at the camp.
- Who is the lead first aider each day.

FIRST AIDERS

First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. Due to the increased risk of sports injuries, all staff will have awareness of first aid, and at each camp there will be first aid trained staff. Due to age of the children there will be first aid trained staff and paediatric first aid trained staff.

FIRST AID KITS

First aid kits are provided by the Sporting Influence and are checked every half term. Each teacher/coach carries their own first aid kit and there will be a central first aid kit at each camp.

INDIVIDUAL MEDICATION

If a child has their own medication, if it is something that needs to be stored by staff then this will be signed in and all staff will be aware of the medication and when it should be taken if necessary.

If personal medication for example an inhaler or an EpiPen, the children will be have these on their person and make sure that they are accessible whenever they go out to do sports or any other activity. Children with these medications will know how to take them and will be aware of why they need them. It is important that the children are aware that it is their responsibility to take the medicine when needed and staff at sporting influence will only intervene in the case of a emergency.

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WHAT TO DO IN THE EVENT OF AN ACCIDENT OR ILLNESS

In an emergency

1. Dial 999 for the emergency services. Give as exact a location as possible, and send someone to the entrance of the camp or school to direct the ambulance when it arrives.
2. Emergency aid should be started or simple airway measures instigated, if appropriate.
3. Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel or other appropriate person.
4. Ensure Next of Kin of the child is called when appropriate to inform them of the incident and ensure they come to meet the child immediately.

At Other Times

1. Send or take anyone with a serious injury directly to hospital. If you are driving, consider taking someone else with you to look after the injured person in the car.
2. Any child who has sustained a significant head injury should be taken to hospital. Parents or next of kin are to be informed about all head injuries promptly.
3. Parents or Careers of an children attending camp will be informed of any accident or injury sustained by the child and any first aid given on the day of the incident or as soon as reasonable practicable afterwards.
4. Any pupil sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in Loco Parentis until a parent/carer can meet them at the hospital.
5. Call for a member of the first aid team to treat any injured person.
6. In the event of an accident, the child should not be moved unless in immediate danger until he/she has been assessed by a qualified first aider.
7. Liaise with other camp staff should anything need covering while a first aid situation is being dealt with
8. Report all accidents and injuries.

David Moss should be informed about any incident if it is at all serious or particularly sensitive, for example if a child has to go to hospital or if a child has caused deliberate damage to another or where negligence might be suggested.

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RECORDING OF ACCIDENTS

Any child who suffers an injury as a result of an accident, should be recorded in the first aid book and whoever is picking the child up after camp should be informed of the incident and the form should be signed and then kept in the record file. If there is a bump to the head then a form should go home with time and clear description of what has happened to the child. Any serious accidents resulting in serious injuries, a report needs to be written against the risk assessments that are in place.

RESPONSIBILITIES OF THE FIRST AIDERS

1. To know their own work area well, paying special attention to potential hazards, and know the correct treatment for injuries common to that area.
2. To promote accident prevention and safe working practice.
3. To ensure that accident forms are completed and accidents are reported appropriately to who they need to be.
4. To keep their first aid kits clean and adequately stocked at all times, and dispose of any damaged, open or expired materials in the appropriate manner.
5. To respect the child's confidentiality.

EMERGENCY FIRST AID IN SPORT

Ryan Ellis, Dan McTernan, David Moss, Chris Doey, Will Whitford, Ed Judd, Eleanor Beaumont, Julia Bagnall.

PAEDIATRIC FIRST AID

Ryan Ellis, David Moss