



First Aid procedure

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and children in our care during holiday courses, extra-curricular clubs and curricular lessons. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

It is important that CurveBall Coaching staff have discussed the provision for first-aid with the schools they are working with and agreed procedures for the administering of first-aid (especially during after-school clubs).

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of the activity taking place.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Number of children in attendance
- Type of facility/surface being used
- Past history of accidents
- Needs of travelling and/or lone workers

3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

All CurveBall Coaching Staff are responsible for

- Ensuring first aid equipment is available and ensuring that containers are re-stocked when necessary.

4. Procedures

Where a member of CurveBall Coaching staff has administered first-aid treatment (also see general statement), the following procedure should be followed;

- An accident report form has been completed (the school may also ask you to complete a form)
- Parents/next of kin are informed (either by phone call or at the end of the session)
- The host school is informed (if first-aid administered during after-school club/breakfast club etc.)
- An accident report is logged with the CurveBall Coaching Office.

5. Children with Medical Needs

A note of children who have specific medical needs is included with the CurveBall Coaching register. It is important that CurveBall Coaching staff are aware of each child's individual needs and the location of inhalers, epipens etc. before the start of a coaching/activity session.

During curricular lessons, it is the responsibility of the CurveBall Coaching staff to ensure they are made aware of any medical needs (that may require a modification of activity) of the children in their session.

If there is a need to administer medicine please refer to CurveBall Coaching Administering Medicine Policy.

6. CurveBall Coaching Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

7. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working with us. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

All regular CurveBall Coaching staff will have access to their own first-aid kits

During holiday courses, a central kit will be located at the course registration point

It is the responsibility of each member of staff to ensure their first-aid kits are regularly checked and replenished.

It is the responsibility of holiday course leaders to ensure central first-aid kits are regularly checked and replenished.

This policy was adopted by: CurveBall Coaching

Date: 02/06/23

To be reviewed: 02/06/24

Signed: Zack Cullen