

FIRST AID POLICY

1. Aims

1.1 At Iconic Football Academy, we are committed to providing immediate and effective first aid care to all students, staff, and visitors in the event of an injury or illness.

1.2 Our First Aid Policy aims to:

- 1.2.1 Ensure that first aid is administered promptly and appropriately when required.
- 1.2.2 Provide clear guidance on the roles and responsibilities of staff in delivering first aid.
- 1.2.3 Establish a structured framework for recording and reporting first aid incidents to ensure accountability and continuous improvement.

2. Legislation and Guidance

2.1 This policy complies with Spanish and European regulations regarding health and safety, including:

- 2.1.1 The Health and Safety (First Aid).
- 2.1.2 The Management of Health and Safety at Work.
- 2.1.3 The Reporting of Injuries, Diseases, and Dangerous Occurrences.
- 2.1.4 Relevant guidance regarding the safety and welfare of international students.

3. Roles and Responsibilities

3.1 Appointed First Aid Coordinator

3.1.1 The academy's appointed First Aid Coordinator is responsible for:

- 3.1.1.1 Overseeing first aid arrangements and ensuring compliance with this policy.
- 3.1.1.2 Ensuring adequate supplies of medical materials in first aid kits and replenishing them regularly.
- 3.1.1.3 Liaising with emergency services when required.

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3.2 Trained First Aiders

3.2.1 Trained first aiders are responsible for:

- 3.2.1.1 Acting as first responders to incidents and providing immediate and appropriate treatment.
- 3.2.1.2 Assessing whether further assistance or emergency services are required.
- 3.2.1.3 Completing accident reports promptly after incidents.
- 3.2.1.4 Keeping their certifications and contact details up-to-date.

4. First Aid Procedures

4.1 On-Site Procedures

4.1.1 In the event of an injury or illness:

- 4.1.1.1 The nearest staff member will assess the situation and seek assistance from a trained first aider.
- 4.1.1.2 The first aider will evaluate the injury and decide whether to involve emergency services.
- 4.1.1.3 **If the player is under the age of 18**, their parent or guardian will be contacted. The first aider will provide updates and suggest next steps.
- 4.1.1.4 Emergency services will be contacted if necessary, and if the player is under the age of 18, parents will be informed immediately.
- 4.1.1.5 **If the player is 18 or over**, their emergency contact may be informed if the first aider or staff member deems it necessary.
- 4.1.1.6 An accident report form will be completed on the same day or as soon as possible after the incident.

4.2 Off-Site Procedures

4.2.1 When students participate in off-site activities, staff will ensure:

- 4.2.1.1 A portable first aid kit is available.
- 4.2.1.2 A mobile phone and student medical information are accessible.
- 4.2.1.3 At least one trained first aider accompanies the group.

5. First Aid Equipment

5.1 Locations

5.1.1 First aid kits are located at key points across the academy, including:

- 5.1.1.1 Training facilities (Estadio Francisco Muñoz Perez and Estadio de Atletismo de Estepona).
- 5.1.1.2 Accommodation areas.
- 5.1.1.3 Administrative offices.

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5.2 Contents of a First Aid Kit

5.2.1 A typical first aid kit includes:

- 5.2.1.1 Bandages (regular and large).
- 5.2.1.2 Eye pad bandages.
- 5.2.1.3 Triangular bandages.
- 5.2.1.4 Adhesive tape and safety pins.
- 5.2.1.5 Disposable gloves.
- 5.2.1.6 Antiseptic wipes.
- 5.2.1.7 Plasters of assorted sizes.
- 5.2.1.8 Scissors, cold compresses, and burns dressings.

6. Record-Keeping and Reporting

6.1 All incidents requiring first aid are documented in the First Aid Log.

6.2 Accident reports are completed promptly and include detailed information.

6.3 A copy of the report is added to the student's record, where applicable.

7. Training and Certification

7.1 A sufficient number of staff are trained in first aid, with certifications recognized in Spain and Europe.

7.2 Regular refresher courses are conducted to ensure up-to-date knowledge and skills.

8. Communication and Accessibility

8.1 First aid procedures and contact details for the first-aid coordinator is found on the safeguarding page of our website.

8.2 Parents or guardians are informed of any incidents involving players under the age of 18 and advised on follow-up actions if necessary.

8.3 Emergency contacts for players aged 18 or over may be contacted if deemed necessary by the first aider or staff.

9. Review and Evaluation

9.1 Annual Review

9.1.1 This policy is reviewed annually to ensure compliance with health and safety regulations.

9.2 Feedback and Updates

9.2.1 Updates or feedback from staff, students, or parents are incorporated to improve the policy.