

# Ainsdale-on-Sea Power Kite Club

## First Aid Policy

### 1. Policy Statement

- 1.1. AOSPKC believes that all Members of the Club have the right to First Aid support at all Club events.
- 1.2. The Club understands that each Member of the Club is responsible to provide the best First Aid support that they can, to any other Club Member.
- 1.3. The Club acknowledges it's role and responsibility in providing the required level of First Aid Support.
- 1.4. The Club recognises it's responsibility to ensure that the relevant Support infrastructure is in place, regularly maintained and audited.
- 1.5. The Club accepts that records need to be kept of any injuries which requires extensive First Aid and that these records be stored and made available to relevant parties (parents, medical staff, insurance companies, AOSPKC Committee members) when necessary.

### 2. Key Principles

- 2.1. AOSPKC's First Aid Policy works on the following principles:
  - a) Any injury should be responded to immediately.
  - b) The most effective First Aid is given by people with relevant training.
  - c) First Aid equipment needs to be suitable to the environment.
  - d) Documenting and Reporting incidents help in diagnosis and subsequent medical treatment.

### 3. Club Requirements

#### 3.1. Roles

##### Club First Aid Administrator

The club shall appoint an individual to perform the role of Club First Aid Administrator (CFAA). This role will have the responsibilities as outlined below. Each year the CFAA shall present an annual report to be discussed at the Club Annual General Meeting.

### 3.2. General Requirements

- a) All injuries which require 2nd line First Aid treatment (medical treatment other than that given by a AOSPKC members) must be recorded on a First Aid Incident Report form and lodged with the CFAA within 10 working days of the incident
- b) In the case of a significant blow to the head (even if with protective head gear) to a club member under the age of 18 years the incident must be recorded on a First Aid Incident Report form and a copy sent to the injured parties guardian within a 24 hour period.
- c) In the case of serious but not life threatening injury, the parent must be contacted as soon as possible. If unavailable, the emergency number must be contacted
- d) In an emergency ring the Coast Guard/Ambulance first and then contact parents. A member of the club must always accompany an injured club member to hospital
- e) All injuries are treated with equipment from the official club First Aid Kit. Trained First Aiders must only use equipment that they have had prior relevant training to use. A plaster may be applied if there is an open or bleeding wound. A check must be made first with the player to ensure that they are not allergic to plasters
- f) CFAA should be familiar with those members with specific health concerns.

### 3.3. Medication

- a) Guardians of members under the age of 18 years are asked to inform AOSPKC CFAA of any health concerns or conditions at each event.
- b) No member of the Club will administer any form of medication for injuries, illnesses etc which occur whilst representing AOSPKC unless previously agreed by parent/guardian or administered by a member who is a suitably trained medical practitioner.
- c) The CFAA may be called upon to administer inhalers for Asthma sufferers. This action should only be performed with the agreed instructions of the individual or in the case of a child, their guardian.
- d) Members suffering with diabetes must have a supply of hypo-stock, glucose sweets/drinks and preferably a glucogen injection kit at every AOSPKC event plus medication should it be necessary

## 4. Training Requirements

### 4.1. Venue

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- a) All employers and sporting clubs have a duty under law to make a first aid assessment. The need for first aid will depend on the organisation's activities. For instance an outward-bound centre is very different from a chess club. Again an assessment of the venue is the key to deciding what first aid to provide. There are, however, minimum standards for clubs/governing bodies with employees/sporting participants.
- b) There must be at least one first aid kit and advice given to all AOSPKC Members in attendance of:
  - 4.1.b.1. the location of the first aid kit
  - 4.1.b.2. who is the first aider or appointed person (see below)
  - 4.1.b.3. where the first aider or appointed person can be found
- 4.2. Attendance
  - a) It is advised that at least one qualified first aider shall be in attendance for the full session. If not available, all AOSPKC Members should be in agreement with the emergency action plan
- 5. Event Requirements
  - 5.1. Venue
    - a) As per Training Section above.
  - 5.2. Attendance
    - a) As per Training Section above.
- 6. Club First Aid Administrator
  - 6.1. Responsibility
    - a) It is the responsibility of the Club First Aid Administrator to ensure that the First Aid Policy AOSPKC is fully upheld. This should include the ad hoc auditing of club recognised first aiders and their adherence to the policy
    - b) Recording the details of the all current nominated first aiders within the club
    - c) Ensuring the updating of First Aid training as required
    - d) Coordinating support cover if required
    - e) Ensuring that all events have relevant First Aid kits
    - f) Keeping up to date records of any First Aid Incidents incurred by members of AOSPKC

## 6.2. Training

- a) The CFAA will have completed one of the following training courses:

British Red Cross First Aid for Sports Coaches  
St John's Ambulance Emergency Aid for Appointed Persons  
State registered medical practitioner (nurses, doctors, paramedics)

- b) The Training for CFAA will have a valid duration of 36 months from completion of the course. Before the end of this period a refresher course should be attended.

## 7. AOSPKC Member

### 7.1. Responsibility

- a) It is the responsibility of any person representing AOSPKC to ensure that they are aware of the location of the First Aid facilities and the identity of the CFAA at any AOSPKC event.
- b) It is also the responsibility of any AOSPKC Member to be vigilant concerning First Aid requirements. If at any stage they feel the policy has been breached or identify a risk to the policy, this should be raised with the Club First Aid Administrator

## 9. First Aid Incident Report Form

**Ainsdale-on-Sea Power Kite Club****First Aid Incident Report Form**

Basic Detail

Injured Person

Date

Time

Venue

Incident Detail

Detail

Treatment Given

Head Injury Yes/No

Guardian/ Emergency Contact

If there has been a head injury, please send a copy of this form to the injured persons guardian within 24 hours

Please send the completed form to the Club First Aid Administrator within 10 working days of the incident