



First Aid Policy

Version	Date	Action
1	March 2022	New Policy
2	February 2024	Reviewed

Penketh Gymnastics Club's has a responsibility to provide adequate and appropriate First Aid to gymnasts, parents and visitors and to put procedures in place to meet this responsibility.

Aims

The aim of this policy is:

- To identify the first aid needs of the club in line with the Management of Health and Safety at Work Regulations 1999.
- To comply with Health and Safety 1st aid regulations (1981) that requires qualified first aiders to administer first aid in the workplace.
- To ensure that the provision is always available while people are on the premise.

Procedure for Sick Gymnasts

If a gymnast becomes ill whilst at the club:

- If a child informs a member of the coaching staff that they feel unwell, the coach will monitor the gymnast and rule out any common reasons (hydrated/warm/cool enough or been to the toilet).
- The coach will check that nothing is worrying the gymnast.
- A coach will contact the parents/guardian of the gymnast informing the parent/guardian they are unwell.
- The gymnast is to be made comfortable until they are collected from the club.

Procedure for Minor Injuries

If a gymnast injures themselves:

- A member of the coaching staff will assess the injury and act accordingly.
- A coach can administer first aid for a minor injury such as cleaning the wound or applying a plaster ensuring the gymnast is not allergic to plasters.
- Cold compress will be applied to any bumps or bangs to the appropriate body part.
- If the injury is not minor, then a First Aider is to be contacted for advice or action.
- The coach is to complete the First Aid Accident Book and inform parents.

Procedure to Major Accidents, Incidents or Illness

In the event of this, the following procedure is to be followed:

- A First Aider will be notified and take responsibility for deciding upon the appropriate course of action. The First Aider will assess the situation and decide if the gymnast needs to go straight to hospital and/or administer first aid.
- If the gymnast needs to go to hospital, then an ambulance is to be called.
- Parents/guardian are to be contacted immediately
- A member of the coaching staff will accompany the gymnast if the parents/guardian does not reach the club in time.
- If the gymnast does not require the hospital but their condition merits going home, first aid will be administered before contacting parents/guardian to come and collect the gymnast.

- The gymnast is to be made as comfortable as possible and kept under supervision.
- The First Aid Accident Book is to be completed.

Record Keeping

The Head Coach or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- The date, time and place of incident.
- The name of the injured or ill person,
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

First Aid Equipment and Provision

The First Aid Box is located on the white shelving in the main gym and should contain the following:

- Wrapped sterile adhesive dressings (assorted sizes).
- Sterile eye pads
- Individual wrapped triangular bandages
- Safety pins
- Medium (12cm x12 cm) and large (18cmx18cm) individually wrapped sterile unmedicated wound dressings.
- Disposable gloves.
- Scissors.

Defibrillator

This is located at the front of the gym next to the reception desk.