

Future Stars Coaching First Aid Policy

All Future Stars staff members have up to date First Aid certificates.

Specified Future Stars staff members will have Paediatric First Aid certificates

First Aid In PPA Sessions:

- Speak with the child and assess the injury
- If First Aid kit is with the coach complete the relevant treatment
- If no First Aid kit or severe injury use the schools policy (send a child/card) for support from the school staff
- After the session make the class teacher or the parent aware of what happened and what was First Aid treatment was given
- Confirm with the school a report of the incident has been completed and is filed in their records and send a copy to Future Stars Office to keep in our files

First Aid in CPD Sessions:

- Speak with the child and assess the injury
- If First Aid kit is with the coach or teacher complete the relevant treatment
- If no First Aid kit allow the teacher to deal with the first aid incident as you continue with the lesson
- Confirm with the school a report of the incident has been completed and is filed in their records and send a copy to Future Stars Office to keep in our files

First Aid in Lunch Clubs:

- Speak with the child and assess the injury
- Ask for First Aid support from the lunch time staff and explain what happened
- Confirm with the school a report of the incident has been completed and is filed in their records and send a copy to Future Stars Office to keep in our files

First Aid in any Extra Curricular Programme (BC/WAC/ASC/HC):

- Speak with the child and assess the injury
- Complete relevant First Aid treatment
- If severe injury, head bump, suspected broken bones call 999
- If head injury stay with child at all times and be aware of concussion, phone parent/carer and in an emergency call 999
- Complete incident report form and file with school & office copy

- If head injury complete head bump form
- If a child has a severe injury, we must maintain a safe and calm level of care for the other uninjured children. Try to distribute enough staff to distract and engage uninjured/well children whilst still maintaining a level of care for child(ren) who are injured or unwell
- All forms should be copied, one for Future Stars file and one for parent/carer
- Contact parent to make them aware of the incident if more severe injury such as head bump, cut to the face, instant show of bruises, injured bones etc
- Inform the Extra Curricular Manager of the incident so they can inform any further relevant parties
- If a child attends a club with a pre-existing injury, we request that parent/carers fill in a pre-existing injury form
- Parents/carers of children with a pre-existing injury must also support staff in completing a risk assessment
- If children have regular pre-existing injuries, Future Stars staff will follow safeguarding procedures

First Aid Kits

- Should be checked regularly for expiration dates and replenished after use by the owner of the kit. It is their responsibility.

Concussion

- If there has been a bump to the head, staff should pay attention to this child and look out for common signs of concussion (e.g., dizziness, vomiting, confusion)
- Parents must be informed if coaches see any of these symptoms to watch for even after they take their child home
- An injury form should be passed on to parents too