Future Stars Coaching First Aid Policy

Future Stars Coaching Ltd is committed to ensuring that all children, staff and visitors receive prompt and appropriate first aid in the event of illness, injury or emergency. This policy sets out the arrangements for providing first aid across all Future Stars Coaching activities and complies with relevant UK legislation and statutory guidance.

This policy is informed by:

- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- EYFS Statutory Framework
- Health and Safety at Work etc. Act 1974
- Working Together to Safeguard Children

Staff and visitors who require first aid will also receive appropriate assistance and accidents will be recorded in accordance with health and safety procedures.

All coaching staff are required to hold a valid Emergency First Aid at Work (or equivalent recognised qualification) appropriate to their role.

Staff working with children in EYFS provision will hold a valid Paediatric First Aid qualification where required by the EYFS Statutory Framework. In line with EYFS requirements, at least one Paediatric First Aid-trained member of staff will be present at all times during early years sessions and will accompany children on outings.

For all children attending our settings every accident/injury must be documented and parents contacted immediately.

Where required, Future Stars Coaching Ltd will report incidents to the Health and Safety Executive (HSE) under RIDDOR.

Where the school retains responsibility for first aid, Future Stars staff will ensure the incident is reported to the appropriate member of school staff and will retain a copy of any relevant documentation where appropriate.

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
- Inform the class teacher immediately and confirm parent notification through the school's agreed reporting arrangements
- 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 injury, 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 injury 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 must be copied, one for Future Stars file and one for parent/carer
- Contact parent to make them aware of any incident/accident that occurs
- Completion of all applicable form fields is compulsory, including the time, method and outcome of parent contact. Parents/carers must be asked to sign at collection.
- 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.

Accident records will be reviewed periodically to identify trends, recurring hazards or additional control measures that may be required.

Where a child attends with a significant pre-existing injury or medical condition, staff will work with parents/carers to complete an appropriate risk assessment where necessary.

Emergency Medication

Staff may administer prescribed emergency medication (such as adrenaline auto-injectors or asthma inhalers) in accordance with the child's Healthcare Plan, parental consent and the organisation's Supporting Children with Medical Conditions Policy.

Emergency services will be contacted immediately where:

- a child is unconscious
- breathing difficulties
- suspected spinal injury
- seizure lasting longer than five minutes (or as stated in healthcare plan)
- suspected fracture
- serious allergic reaction
- significant head injury
- severe bleeding
- any situation where staff believe urgent medical assistance is required.

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 must be provided to parents/carers – this will log:

- time of injury
- observations
- who monitored
- advice given
- emergency services if symptoms worsen

Infection Control

- wear disposable gloves where bodily fluids are present
- safely dispose of contaminated waste
- clean equipment after use
- wash hands before and after treatment

Consent

- emergency first aid does not require prior consent
- emergency medical treatment will always take priority
- parents will be contacted as soon as possible

Responsibilities

Future Stars Coaching Ltd will notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in our care, where required under the EYFS Statutory Framework.

Managers are responsible for:

- ensuring kits are stocked
- monitoring certificates
- arranging refresher training
- reviewing accidents
- notifying Ofsted where required

Staff are responsible for:

- providing first aid
- recording incidents
- informing parents
- reporting hazards

Policy Owner: FH	Review Frequency: Annually
Next Review Date: 07.27	Signed: FHazeldine