

Future Stars Coaching First Aid Policy

All Future Stars staff members have up to date 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
- 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 (see Safeguarding Policy)