



First Aid Policy

Policy Version			
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This policy will be reviewed every 12 months in light of local and Government legislation.

AURORA ELITE DANCE ACADEMY FIRST AID POLICY

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Statement of intent

Aurora Elite Dance Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting coaches, volunteers and athletes. The arrangements within this policy are based on the results of suitable and sufficient risk assessments carried out by Aurora Elite Dance Academy in regards to all coaches, volunteers and athletes.

Aurora Elite Dance Academy will take every reasonable precaution to ensure the safety and wellbeing of all coaches and athletes.

Our Head Coaches have overall responsibility for ensuring that Aurora Elite Dance Academy has adequate and appropriate first aid equipment, facilities and personnel and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regards to statutory legislation, including but not limited to the following.

1. The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance.

Aims

All coaches and volunteers should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid.

All coaches and volunteers will use their best endeavours at all times to secure the welfare of our athletes.

Anyone who is a member of Aurora Elite Dance Academy is expected to take reasonable care for their own and others safety.

The aims of this policy is to:

2. Ensure that Aurora Elite Dance Academy has adequate safe and effective first aid provision in order for every coach, volunteer and athlete to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
3. Ensure that all coaches and athletes are aware of the procedures in the event of any illness, accident or injury.
4. Ensure that medicines are only administered at Aurora Elite Dance Academy when express permission had been granted for this.
5. Ensure that any medicines are stored appropriately.
6. Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt coaches should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services.

To achieve the aims of this policy, Aurora Elite Dance Academy will have suitably stocked first aid boxes.

The lead first aiders are responsible for examining the contents of the first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aiders

The main duties of first aiders are to give immediate first aid to coaches, volunteers or athletes and to ensure that an ambulance or other professional medical help is called when necessary.

First aiders are to ensure that their first aid certificates are kept up to date through liaison with the Head Coaches.

Our current first aid appointed persons are Rebecca Hearldon and Shannon Whitehead.

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs the member of the coaching team in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, the he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victims alive and if possible comfortable before professional medical help can be called also in some situations action now can prevent the accident from getting more serious or from involving more victims.
2. Call an ambulance or a doctor if this is appropriate after receiving a parent's clear instructions; take the accident victims to a doctor or to a hospital. Moving the victims to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe or (if they are fit to be moved) by removing injured persons from the scene.
4. See to anyone who may have witnessed the accident or its aftermath and who may be worried or traumatised in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children/adults may need parental support to be called immediately.

5. When the above action has been taken, the incident must be reported to: Head Coaches and the parent/carer of victims.

Reporting to parents

In the event of incident or injury to an athlete at least one of the athlete's parents must be informed as soon as possible.

Parents must be informed in writing of any injury to the head, minor or major and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, the athletes coach will telephone the parents as soon as possible.

A list of emergency contact details are kept in a file with our Head Coaches.

Visits and events

Before undertaking any visits or taking part in events the coach organising the trip will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and personas involved. This will be reviewed by the Head Coaches before the event is organised.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions.

All medicines shall be stored in the original container in which they were dispensed together with the prescribers instructions for administration an properly labelled showing the name of the patient, the date of the prescription and the date of the expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medications.

Parents should advise Aurora Elite Dance Academy when an athlete has a chronic medical condition so that coaches can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in the regard.

Illness

When an athlete becomes ill during a session, the parent/carer will be contacted and asked to pick them up from the session and take them home.

A quiet area will be set aside for withdrawal and for athletes to rest while they wait for their parents/carer to arrive to pick them up. A coach will monitor the athlete during this time.

Consent

Parent/carers will be asked to write a letter and sign as consent for coaches to administer medication. Emergency contact details must be given to the Aurora Elite Coaches upon becoming a member.

Coaches do not act 'in loco parentis' in making medical decisions as this has no basis in law – coaches always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the athlete in mind – guidelines are issued to coaches in this regard.

Monitoring and review

This policy is reviewed annually by Aurora Elites Head Coaches; any changes made to this policy will be communicated to all coaches and volunteers.

All coaches and volunteers are required to familiarise themselves with this policy as part of their role within the club.