

## Aslockton Cranmers FC Health & Safety / First Aid Policy

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## 1. ACFC First Aid Policy

### Policy Statement

- 1.1 ACFC believes that all Members of the Club have the right to First Aid support at all Club events.
- 1.2 The Club understands that each Member of the Club is responsible to provide the best First Aid support that they can, to any other Club Member.
- 1.3 The Club acknowledges its role and responsibility in providing the required level of First Aid Support.
- 1.4 The Club recognises its responsibility to ensure that the relevant Support infrastructure is in place, regularly maintained and audited.
- 1.5 The Club accepts that records need to be kept of any injuries which requires extensive First Aid and that these records be stored and made available to relevant parties (parents, medical staff, insurance companies, ACFC Committee members) when necessary.

## 2. Key Principles

- 2.1. ACFC First Aid Policy works on the following principles:
  - a) Any injury should be responded to immediately.
  - b) The most effective First Aid is given by people with relevant training.
  - c) First Aid equipment needs to be suitable to the environment.
  - d) Documenting and Reporting incidents help in diagnosis and subsequent medical treatment.

## 3. Club Requirements

### 3.1. Roles

- a) Club First Aid Administrator  
The club shall appoint an individual to perform the role of Club First Aid Administrator (CFAA). This role will have the responsibilities as outlined below in section 6. Each year the CFAA shall present an annual report to be discussed at the Club Annual General Meeting.
- b) Team First Aid Representative  
Each team shall ensure that an individual is registered with the Club First Aid Administrator to perform the role of Team First Aid Representative, the TFARs will have the responsibilities as outlined below in section 7. Each TFAR will be identified at the Club Annual General Meeting in writing in the Club First Aid Administrators report



### 3.2. General Requirements

- a) All injuries which require 2nd line First Aid treatment (medical treatment other than that given by a ACFC TFAR) must be recorded on a First Aid Incident Report form and lodged with the CFAA within 10 working days of the incident
- b) In the case of a head bump the incident must be recorded on a First Aid Incident Report form and a copy sent to the injured parties guardian within a 24 hour period
- c) In the case of serious but not life threatening injury, the parent must be contacted as soon as possible. If unavailable, the emergency number must be contacted
- d) In an emergency ring an ambulance first and then contact parents. A member of the club must always accompany a player to hospital
- e) All injuries are treated with water or certified medical equipment as supplied in the official ACFC First Aid Kit. A none- adhesive dressing should be be applied if there is an open or bleeding wound. Plaster or adhesive dressings may be used for very minor wounds but a check must be made first with the player to ensure that they are not allergic to plasters.(very young children will not know if they are allergic)
- f) Coaches, TFARs and the CFAA should be familiar with those players with specific health concerns.

### 3.3 Medication

- a) Guardians are asked to inform ACFC of any health concerns or conditions when the player first attends a ACFC event
- b) No member of the Club will administer any form of medication for injuries, illnesses etc which occur whilst representing ACFC unless previously agreed by parent/guardian *and must be labelled with childs name and dosage*
- c) The TFAR may be called upon to administer inhalers for Asthma sufferers. This action should only be performed with the agreed instructions of the individual or in the case of a child, their guardian.
- d) Players suffering with diabetes must have a supply of biscuits/glucose sweets/juice at every ACFC event plus medication should it be necessary

## 4. Training Requirements

### 4.1. Venue

- a) All employers and sporting clubs have a duty under law to make a first aid assessment. The need for first aid will depend on the organisations activities. For instance an outward-bound centre is very different from a chess club. Again an assessment of the venue is the key to deciding what first aid to provide. There are, however, minimum standards for clubs/governing bodies with employees/sporting participants.
- b) There must be at least one first aid kit and advice given to all ACFC Members in attendance of:
  - 4.1.b.1. The location of the first aid kit
  - 4.1.b.2 Who is the first aider or appointed person (see below)
  - 4.1.b.3 Where the first aider or appointed person can be found

### 4.2. Attendance

- a) It is advised that at least one TFAR shall be in attendance for the full session. If not available, all ACFC Members should be in agreement with the contingency measures taken.

## 5. Match Requirements

- 5.1. Venue – as per training venue section 4.1.a.
- 5.2. Attendance – as per training attendance section 4.1.b.

## 6. Club First Aid Administrator (CFAA)

### 6.1. Responsibility

- a) It is the responsibility of the Club First Aid Administrator to ensure that the First Aid Policy of ACFC is fully upheld. This should include the ad hoc auditing of TFARs and their adherence to the policy
- b) Recording the details of the First Aid Representative of each Team.
- c) Ensuring the updating of First Aid training as required.
- d) Coordinating support cover if required.
- e) Ensuring that all teams have relevant First Aid kits.
- f) Keeping up to date records of any First Aid Incidents incurred by members of ACFC.

### 6.2. Training

- a) The CFAA will have completed one of the following training courses:
  - FA Emergency First Aid
  - British Red Cross First Aid for Sports Coaches
  - St John's Ambulance Emergency Aid for Appointed Persons
- b) The Training for CFAA will have a valid duration of 36 months from completion of the course. Before the end of this period a refresher course should be attended.



## 7. Team First Aid Representative

### 7.1. Responsibility

- a) It is the responsibility of the Team First Aid Representative to ensure that the First Aid Policy of ACFC is fully upheld at each venue that their team is situated.
- b) Identifying themselves as the TFAR at Training and Match events where appropriate.
- c) Being the first to attend any incident that requires First Aid to a ACFC member at any official ACFC event, whilst performing the role of TFAR
- d) Recording the details of any First Aid incidents on the Club form whilst they are acting in the TFAR role and lodging this with the CFAA within 10 working days of the incident.
- e) Keeping up to date contact records for each player. This should be a guardian contact and emergency telephone number.
- f) Ensuring the updating of their individual First Aid training as required.
- g) Ensuring the upkeep and regular audit of Team's First Aid equipment

### 7.2. Training

- a) The TFAR will have completed one of the following training courses:
  - FA Emergency First Aid
  - British Red Cross First Aid for Sports Coaches
  - St John's Ambulance Emergency Aid for Appointed Persons
- b) The Training for TFAR will have a valid duration of 36 months from completion of the course. Before the end of this period a refresher course should be attended.

## 8. ACFC Member

### 8.1. Responsibility

- a) It is the responsibility of any person representing ACFC to ensure that they are aware of the location of the First Aid facilities and the identity of the TFAR at any ACFC event.
- b) It is also the responsibility of any ACFC Member to be vigilant concerning First Aid requirements. If at any stage they feel the policy has been breached or identify a risk to the policy, this should be raised with the TFAR in attendance or the Club First Aid Administrator



## Aslockton Cranmers FC - First Aid Incident Report Form

Name of injured..... DOB .....

Location ..... Date ..... Time.....

Brief description of injury

.....  
.....  
.....

Name of First Aider .....

Brief description of treatment given if any

.....  
.....  
.....

Was the injured advised to seek further medical advice/treatment  Yes  No

Was Emergency Transportation used  Yes  No

If Yes, by what means (Ambulance; Parent/Guardian; Manager/Coach) .....

Were the Parents/Guardians of the injured informed  Yes  No

All the above facts are a true and accurate record of the incident / accident

Signed ..... Date .....

Name (please print) .....

Witness Signature .....

Name (please print) .....



## BUMPED HEAD NOTIFICATION

Dear Parents / Carers / Guardians

During activities with Aslockton Cranmers FC ..... sustained a bump on the head, we would advise you that you observe your child extra carefully over the next few hours.

In the event of dizziness or sickness, call your GP or telephone NHS Direct on 0845 4647 who will be happy to advise you.

Details of this incident have been recorded, but we will need to know if your child required further treatment.

This is merely a precautionary letter as your child showed no symptoms during the remainder of the activity.

Yours sincerely .....First Aider

Date & time of incident .....