

Apollo Sports Camps

First Aid Policy

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16/07/2019	16/07/2020	Annual Review	Hannah Smee	
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First Aid Policy

1. Purpose and Scope

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness.

First aid services are an important element of occupational health and safety, facilitating first initial treatment for:

- Injuries that may occur in the workplace (including fieldwork); and
- Acute personal sickness that may impact on children, staff or volunteers **at Apollo Sports**.

2. Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include any of our contractual venues stated on our website.

3. Principles

The aims of first aid are to preserve life, prevent harm and promote recovery.

First Aid requirements are determined by [First aid at work: The Health and Safety \(First-Aid\) Regulations 1981 - Guidance on Regulation](#).

Apollo Sports Camps is committed to the provision of high quality first aid.

4. Outcomes

Any person at an Apollo Sports Camp have reasonable access to first aid assistance should an injury or illness occur.

First aid assistance is provided by trained first aiders, where possible.

5. Functions and Delegations

Position	Delegation/Task
Staff	<p>Compliance with First Aid Policy.</p> <p>Participate in development of risk assessments for first aid.</p> <p>Participate in induction and first aid training programs as instructed by the supervisor.</p> <p>Review and update first aid provisions in relation to changes in work activities. This should be done in consultation with the supervisor.</p> <p><u>Designated First Aid Officer</u> Administer first aid to sick and injured person(s) in accordance with the principles of this policy.</p> <p>Ensuring first aid qualifications are current.</p> <p>Maintenance of first aid kits.</p> <p>Maintaining contact details near first aid kit, including emergency contacts and priority contact personnel.</p>

6. Risk Management

First aid risks are regularly assessed, identified and managed.

Employees are educated in first aid awareness.

Appropriately qualified staff are trained first aid personnel.

Mechanisms are in place for monitoring compliance with first aid policies.

7. Policy Implementation

Apollo Sports Camps ensures effective implementation of first aid through:

- staff having access to policies and procedures relating to first aid
- provision of tailored training to persons with specific tasks

8. Policy Detail

Apollo Sports Camps is committed to providing a safe and healthy environment for all staff, visitors, volunteers and children.

8.1 Assessing First Aid Requirements

The Manager will determine the number of designated First Aid Officers, the type of First Aid kit required and the organisation's approach to first aid response.

Staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

8.2 Designated First Aid Officer

Trained First Aid Officers include the following:

- a person who holds a current paediatric first aid certificate issued after successful completion of an approved first aid course; or
- a person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- a registered nurse; or
- a medical practitioner.

A person with one or more of the above qualifications is appointed by the organisation to be the designated First Aid Officer.

8.3 First Aid Facilities

First aid facilities are provided that are adequate for the immediate treatment of injuries and illnesses that may arise at the workplace.

First aid kits supplied comprise items in accordance with [First aid at work: The Health and Safety \(First-Aid\) Regulations 1981 - Guidance on Regulation](#). First aid kits are maintained by the designated First Aid Officer. Emergency telephone numbers are clearly marked on each first aid kit.

8.4 First Aid Response

While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

The designated First Aid Officer is informed of the need for first aid, and will respond immediately if available.

Emergency medical care and/or an ambulance is to be called if required.

Staff trained in first aid provide first aid assistance if there is no designated First Aid Officer present and emergency medical care and/or an ambulance has not yet arrived.

8.5 Personal Protection

First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.

Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- before and after contact with an ill or injured person
- after contact with blood or and/or other body fluids or contaminated items
- when protective gloves are removed.

When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent.

8.6 First Aid Records

First aid records are integrated with the organisations incident and accident reporting system. See [First aid at work: The Health and Safety \(First-Aid\) Regulations 1981 - Guidance on Regulation](#). for more detail.

An Incident Report form is completed by the trained First Aid Officer and/or person providing first aid and includes:

- date and time
- name of person receiving first aid
- description of symptoms
- treatment provided
- name of person providing first aid
- referral arrangements (e.g. ambulance, hospital, medical service)
- name of person completing Incident Report form.

The original copy of the Incident Report form is retained securely in the **Apollo Sports** managers box.

If a person is transferred to a medical facility, a copy of the Incident Report form is to accompany them.

All persons receiving and providing first aid have access to relevant Incident Report forms arising from first aid incident.