



First Aid & Medication Policy

Policy Lead: **Mr Arjun Purewal**

Review Date: **July 2024**

Policy Lead Signature:

A handwritten signature in black ink, appearing to read 'Arjun Purewal', is written over a horizontal line within the signature box.

AP Coaching Sunderland

Address: 76 Leighfield Drive, Burdon Rise, Sunderland. SR3 2DD

Telephone: 07796 763555

email: enquiries@apcoachingsunderland.com

INTRODUCTION

The responsible manager will ensure that appropriate numbers of appointed persons are first aid trained. All new staff are expected to have a First Aid qualification.

Appointed/First Aid Trained Persons

At AP Coaching Sunderland there are two Appointed Persons/First Aid trained staff who are as follows:

- Mr Arjun Purewal
- Mr Amar Purewal

Appointed Persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst working or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Note: Appointed Persons are not required to be First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- At least one first aid kit on the premises

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every three months.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a severe asthma attack
- Whenever an Epi-Pen has been used

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment for an injury to the head
- requires attendance at hospital

In the event of an injury to the head, our procedure is to inform the parents by immediately and by form at the end of the day. In the event of an injury that is considered to be serious or requiring attendance at the hospital, it is our policy to contact the parents by telephone.

In the event that parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the

Medication

AP Coaching Sunderland will, at their own discretion, give medication to a child provided by their parents/carers if;

- The dosage regime requires it to be given during the coaching session hours the child will be in attendance for.
- It is given to them in its original container, which has pharmacy prescribed label and is in date.
- It is in whole or a part of a child's essential medication (e.g. inhalers)

Where any medication provided by the parent/carer is deemed to be non-essential or could be administered by the parent/carer before or after the course or session, AP Coaching Sunderland reserve the right to withdraw responsibility for and of its use.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date and time of accident
- Type of accident (e.g. bump on head)
- Treatment provided, and action taken

Significant incidents that do not involve emergency treatment will also be reported to parents by means of a letter (e.g. head bump letter) or phone call.

Review

AP Coaching Sunderland will review this policy annually.

This document will be fully reviewed in July 2024 unless any new significant legislation, guidance or new developments emerge.