**First Aid/illness Procedure and Policy**

This procedure must be followed by ALL coaches when treating an injury or an illness at the club.

**If the injuries/illnesses are life threatening;**

Remember at the scene that you must ensure the area is safe before taking any further action. Call for help

• The most capable 1st aider with the injured/unwell person will provide immediate emergency first aid. (Airways, Breathing, Circulation, recovery position)

• If the injuries/illness are serious a member of staff will immediately call 999 and ask for an ambulance.

• Whilst providing First Aid try to find out how the accident happened so that you can provide emergency services with the information. Stay calm, keep other children away and reassure the injured person.

• Allocate someone to contact the parents/next of kin to inform them of the situation.

• Provide appropriate first aid until trained first aider arrives.

**For non-life-threatening injuries/illness**

• Discover the extent of the injuries/illness.

• Provide appropriate first aid

• If appropriate move gymnast to the side of the gym. If in doubt do not move the gymnast until first aider arrives to give further support.

• Check again whether the gymnast is aware of any other injuries/illnesses.

• Monitor the gymnast - If the injuries/illness are not worsening and the gymnast appears to be alright s/he may return to their gym session being reminded to tell the coach if they feel worse or if something else starts hurting.

• If the injuries/illness are such that the child cannot continue in the class, a staff member will contact the parents and inform them of the circumstances and ask them to pick up their child.

**All incidence relating to injury of illness:**

All accidents must be documented in the accident book, this is kept in the office alongside the first aid kit. Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces). Always wash your hands before and after dealing with wounds and applying dressings if indicated. Wash all skin that has been in contact with bodily fluids with soap and hot water as soon as possible. If body fluids spill onto surfaces, mop up with absorbent materials and disinfect with bleach, which is kept in the cleaning cupboard.

**Head injuries**

If the injury is to the HEAD (this includes the skull, face, nose, ears, mouth, eyes) tell the Head Coach or acting Head Coach who will contact the parents by phone as soon after the accident as possible and explain what has happened so the parents/guardians can monitor their child for signs of any injuries that were not immediately apparent.

First aid trained staff;

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This policy was updated in July 2020 and will be reviewed annually.