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## **Cheam CC First Aid Policy/Procedures**

**Revised 06/2025**

It is Cheam CC's policy to provide first aid support to someone if they are injured or become unwell, and to ensure that we comply with the Health and Safety (First Aid) Regulations 1981.

It is our policy to have at least 1 trained first aider available who will provide first aid support as and when necessary.

**NB: First Aiders are not legally permitted to give any medication to members apart from one 300 mg tablet of aspirin in the event of a heart attack – unless the patient is allergic to it.**

### **Numbers of qualified First Aiders**

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the club, the level of risk present in the club and the distance we are from medical facilities we aim to have at least one first aider present at all times.

### **First aiders**

Dr Safeer Butt and any Level 2 Qualified Coaches present.

Qualified First Aiders can recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

All first aiders have an approved St John's Ambulance course in first aid and undertake yearly refresher courses.

## **Review**

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the club.

## **Equipment**

**First Aid Boxes:** There is a First Aid box in the club. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet. The boxes are checked regularly by one of the first-aiders + as part of Groundforce day protocols

## **Information**

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are. First aid notices naming the qualified first aiders are on display in the club.

## **Updating**

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aidster leaves or does not renew their certificate. In these instances, a new first aidster will be appointed.

## **Training**

All first aidsters must attend an assessed training course in Emergency First Aid at Work to be recognised as a first aidster. We recommend that first aidsters attend a refresher course every year.

## **Giving First Aid**

If someone is injured, becomes unwell and needs help, the nearest first aidster should be contacted, and asked to attend. The first aidster will assess the situation, ask for consent to provide help, provide help, request assistance from other first aidsters if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. When giving first aid to under 18s which involves physical contact, the first aidster should first explain what they need to do and then ask the child's permission to go ahead before starting. In the rare case that no first aidsters are available, the casualty will be assisted in getting to the nearest hospital A&E department (St Helier's)

## **Medical support**

When a first aidster thinks that a casualty needs urgent medical treatment, the first aidster will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aidster thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital then we will call a taxi. Either the first aidster will remain with the casualty and accompany them to the hospital or they will ask a friend or other appropriate member of staff to stay with them. When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for members are recorded on the club database.

### **Spillages of body fluids**

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit. The incident should be reported in the accident book.

### **Records**

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident book is kept locked away in the club. When necessary, the accident will be reported to RIDDOR.

### **Medical Care of Under 18s**

In the event of illness or accident or the need for emergency dental treatment, U18s are accompanied to the local Doctor's surgery, hospital or dental hospital if it is deemed by the member of the Safeguarding team dealing with the case to be necessary and practical.

If it is an emergency they should go to the Accident and Emergency department of St Hellier's hospital. Members who are prescribed medication are asked to bring a form from the doctor or prescriber with the name of the medicine, the dosage and frequency of taking it and the name of the condition for which it has been prescribed, clearly described in English.

This is in case the member needs medical attention whilst in our care. In the event that a member is taking regular medication, the member must be responsible for the care and administration of her/his own medication. Cheam CC requires written confirmation from the parent/ legal guardian to that effect prior to accepting the member. Cheam CC retains the right to make decisions regarding the appropriateness of members participating in certain activities if there is a medical condition and possible risks attached. A Medical History will be present on the Pitchero App along with contact details accessible to Admins.