

## Purley Sports Club - First Aid Procedure

At Purley Sports Club, the safety and well-being of all participants are paramount. This first aid procedure provides clear guidance on how to respond to minor and major injuries during individual or group coaching sessions. It aligns with best practices set by Sport England, the Lawn Tennis Association (LTA), the England and Wales Cricket Board (ECB), and other relevant governing bodies.

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### 1. General Principles

- **Preparedness:** All coaches and staff must be familiar with this procedure and know the location of first aid kits and emergency contact information.
  - **First Aid Training:** All coaches are required to hold a valid first aid qualification and refresh it in accordance with governing body recommendations.
  - **Incident Recording:** All injuries, regardless of severity, must be documented in the club's accident report log.
  - **Communication:** Parents or guardians must be informed promptly if their child sustains an injury.
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### 2. Minor First Aid Incidents

Minor injuries include small cuts, bruises, sprains, and similar non-life-threatening situations.

#### Procedure for Minor Incidents:

1. **Assess the Situation:**
  - Determine the severity of the injury and ensure the area is safe to approach.
2. **Provide First Aid:**
  - Clean cuts or grazes with antiseptic wipes and cover with an appropriate dressing.
  - Apply an ice pack (wrapped in a cloth) to bruises or sprains to reduce swelling.
  - Avoid moving the injured area if there is pain or swelling.
3. **Monitor the Individual:**
  - Stay with the injured participant until they are comfortable and able to resume activities or until a parent/guardian takes responsibility.
4. **Group Sessions:**
  - If coaching a group, ensure the rest of the participants remain safely engaged in an activity. Position the group where they are visible while attending to the injured participant.
  - If necessary, briefly pause the session to address the injury.
5. **Individual Sessions:**
  - Ensure the participant is comfortable, and call for assistance if required.
  - If the session cannot continue, contact the parent or guardian to collect the child.
6. **Record the Incident:**

- Log the injury in the club's accident report log and inform the Welfare Officer if needed.
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### **3. Major First Aid Incidents**

Major injuries include broken bones, head injuries, severe bleeding, or any life-threatening situations.

#### **Procedure for Major Incidents:**

- 1. Ensure Immediate Safety:**
    - Stop the session immediately and ensure the safety of all participants.
    - Do not move the injured individual unless they are in immediate danger.
  - 2. Call for Emergency Services:**
    - Dial 999 and provide the necessary information, including the location, nature of the injury, and the participant's condition.
    - Delegate someone to direct emergency services to the scene.
  - 3. Provide First Aid:**
    - Follow your first aid training to provide care until emergency services arrive.
    - For severe bleeding, apply direct pressure with a clean dressing or cloth.
    - For head injuries, keep the individual still and monitor for signs of concussion.
    - For suspected fractures, immobilize the affected area without attempting to reposition it.
  - 4. Group Sessions:**
    - Safely supervise the rest of the group, ensuring they are calm and engaged away from the injured individual.
    - If possible, delegate a responsible adult or older participant to oversee the group while you focus on the injured individual.
  - 5. Individual Sessions:**
    - Stay with the injured participant at all times until emergency services arrive or a parent/guardian takes over.
    - Contact the parent/guardian immediately.
  - 6. Contact Welfare Officer:**
    - Notify the Club Welfare Officer and document the incident in the accident report log.
  - 7. Post-Incident Follow-Up:**
    - Ensure the participant receives appropriate follow-up care and support.
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### **4. Incident Reporting**

- **Accident Report Log:** Every injury, regardless of severity, must be recorded in the club's accident report log, detailing:
  - Date, time, and location of the incident.
  - Participant's name and contact details.
  - Description of the injury and first aid administered.
  - Names of witnesses.

- Actions taken (e.g., emergency services contacted).
  - **Safeguarding Notification:** If the injury raises safeguarding concerns, it must be reported to the Welfare Officer immediately.
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## 5. Emergency Equipment and Facilities

- **First Aid Kits:**
    - First aid kits are located at designated areas across the club, including the coaching office, courts, and clubhouse.
    - Kits must be checked and restocked regularly.
  - **Automated External Defibrillator (AED):**
    - An AED is available at Main clubhouse hallway next to accessible toilet. Coaches must be familiar with its use.
  - **Emergency Contact List:**
    - A list of emergency contacts for participants must be readily accessible during all sessions.
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## 6. Training and Review

- All coaches must complete first aid training certified by an appropriate body (e.g., St John Ambulance, Red Cross) and renew their certification as required.
  - This procedure will be reviewed annually or following a significant incident to ensure it remains up-to-date and effective.
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## 8. Safeguarding Contacts

- **Club Welfare Officer:** Ian Yull, 07748 946461, theyullfamily@btinternet.com
  - **Emergency Services:** 999
  - **Local GP Surgery:** Woodcote Medical Center
  - **Nearest Hospital with A&E:** Epsom and St Helier Hospital or Croydon University Hospital
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By following this procedure, Purley Sports Club ensures that all injuries are managed promptly, safely, and in line with best practices, safeguarding the welfare of all participants.