



First Aid and Medication Policy

KickOff Coaching is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while adults and children are in our care.

First Aid

KickOff Coaching recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given.

KickOff Coaching has one designated staff responsible for First Aid (Chris Ludlow). Our staff have an up to date First Aid certificate. The certificate is updated every 3 years.

The First Aid kit will be regularly checked to ensure its contents are up to date, in good condition and fulfill the criteria set out in the Health and Safety (First Aid) Regulations 1981.

In the event of a major accident or illness

- A First Aider will be notified and take responsibility for deciding upon the appropriate action.
- A First Aider will assess the situation and decide whether the child or adult needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child or adult needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. KickOff Coaching will accompany the child or adult to the hospital and will consent to medical treatment being given (as authorised in the KickOff Coaching Registration Form).
- The Child's or adult's medical form should be taken to hospital.
- All such accidents or incidents will be recorded in detail and logged on an Accident Record Form. Parents/carers will be asked to sign in the relevant section to acknowledge the incident or accident and any action taken by KickOff Coaching and its staff.
- All staff concerned should consider whether the accident or incident highlights any actual or potential weaknesses in KickOff Coaching policies or procedures, and act accordingly, making suitable adjustments where necessary.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by KickOff Coaching and its staff.

In the event of a minor accident, incident or illness

- The designated First Aider (Chris Ludlow) will be notified and take responsibility for deciding upon any appropriate action.
- If the child or adult is judged to be able to safely remain at KickOff Coaching, the First Aider will remove the child or adult from the activities and, if appropriate, treat the illness/injury themselves.
- If the child or adult is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the facilitator will fully inform the parent/carer of the illness accident and any treatment given unless it is a serious head bump, in this instance the parent will be informed immediately as a precaution.
- If the injury cannot be treated by a First Aider, but does not warrant hospitalisation (or the child/adult continues to feel unwell or requests to go home) the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child/adult will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail and logged in an Accident book. Parents/carers should sign to acknowledge the incident and any action taken.
- The facilitator and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in KickOff Coaching's policies or procedures, and make suitable adjustments if necessary.

MEDICATION

It is KickOff Coaching policy that we do not give medication to children/adults unless prescribed by the doctor and written consent from the parent/carer is given.

Parent/carers must hand over all medication to staff members. The medication book must be signed by staff each time the medication has been administered and verified by another member of staff.