



First-aid Policy

All Junior Sport Stars' staff are first aid trained and attend courses every three years unless there are any changes to legislation or to the training. Junior Sport Stars takes the necessary precautions to avoid accidents/injuries and has strict procedures in place in the event of an accident/injury:

Risk assessment: A risk assessment is carried out before and during each session. The assessment highlights whether the area is suitable for use and assesses the risk of any dangers that may cause injury and the precautions taken to prevent an accident.

Staff training: All staff are first aid trained, and weekly staff training sessions are held regarding best-practice and continuous professional development.

Schools first aid policy: When delivering 'in-school activities' all Junior Sport Stars' staff must be aware of their schools' first aid policy and procedure and always adhere to it. The school and staff have a responsibility to share information regarding a child's medical conditions.

Registration forms: During holiday clubs/after-school clubs all parents/guardians must complete an online registration form with 'Class4kids' otherwise their child is not permitted on the course. The registration form includes emergency contact numbers and details of any medical conditions/information that the staff need to be aware of. These details are outlined clearly on the register, and the Head Coach is to record any medical conditions using the 'Medical conditions record' and all staff are made aware should they need to be.

First aid kit: All Junior Sport Stars' staff always carry a basic first aid kit and ice packs with them. Each staff member is responsible for maintaining their first aid kit. All Junior Sport Stars' staff must know the location of the first aid boxes in each school/setting they are working in.

If a child requires first aid, all staff must:

- Reassure the child.
- Make an assessment.
- Take appropriate action.

Reassure the child: If a child is to have an accident, then you must reassure them and make them feel as comfortable as possible, whilst staying calm and in control always.

Make an assessment: Usually it is the Head Coach/Senior staff member who deals with first aid. Notify the Head Coach immediately who will make an assessment and deliver first aid and then decide on any appropriate action and whether the child requires further medical attention

Take appropriate action:

- For scratches/grazes/bumps and bruises, usually first aid can be administered using the first aid kit and ice packs. An accident form is completed, and parents/guardians are informed, and the form is counter-signed. The completed accident form is recorded in the office accident book. Their condition should be closely monitored for the duration of the session.
- In extreme cases, such as suspected broken bones, further medical attention may be needed. The emergency services and parents/guardians are to be called by the Head Coach depending on the injury. The Head Coach is to travel with the child if an ambulance is required unless the parents/guardians are present. An accident form is to be completed, and counter-signed by the parent/guardian. The completed accident form is recorded in the office accident book.
- If a child is having an **ASTHMA ATTACK**:
 - The child is to have two puffs of the blue reliever. Use the spacer if possible. If the child does not have their inhaler for whatever reason, phone 999 immediately.
 - Sit down and reassure the child, loosening any tight clothing. Do not lie them down.
 - If there is no immediate improvement, continue to use one puff of the reliever inhaler every minute for 5 minutes or until symptoms improve.
 - If the child's symptoms have not improved after 5 minutes – phone 999 immediately.
 - Continue to use one puff of the reliever inhaler until help arrives. Contact Parent/Guardians using the emergency contact numbers on the register.
- If a child has an **ALLERGIC REACTION**:
 - Using the epi-pen, if a child knows how to use it then supervises them so that it is done correctly. If not, administer it for the child. If for some reason the child does not have an epi-pen, phone 999 immediately:
 - Form a fist around the epi-pen and pull off the blue safety cap.
 - Position the orange end about 10cm away from the outer mid-thigh (Either clothed or unclothed – avoid pocket areas).
 - Push down hard on the epi-pen until a 'click' is heard and hold for 3 seconds.
 - Phone 999 and contact Parents/Guardian using the emergency contact numbers on the register.

Failure to comply with Junior Sport Stars' 'First Aid policy' correctly can and will result in disciplinary proceedings. Junior Sport Stars will review the policy annually and make staff aware of any changes to the policy.

Date reviewed: 30/7/2025

Reviewed by: Ant McDonald & Rick Barron

To be reviewed by: 30/7/2026