

# **HARLEQUIN SCHOOL OF GYMNASTICS**

## **First Aid Procedure and Policy**

**This procedure must be followed by ALL coaches when treating an injury at school.**

**This procedure applies to children and adults alike.**

### **If the injuries 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 1<sup>st</sup> aid person with the injured person will provide immediate emergency first aid (**A**irways, **B**reathing, **C**irculation, recovery position)
- If the injuries 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 doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person.
- The receptionist will contact the parents/next of kin to inform them of the situation

### **If the injuries are acute, but not life threatening**

(If in doubt treat an injury as life threatening – see above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Provide appropriate first aid (see below) until trained first aider arrives.
- Coach will decide whether to contact the parents/guardians to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them)

### **Non-acute child injuries**

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- 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.
- Monitor the gymnast (If the injuries are not deteriorating and the gymnast appears to be alright s/he may return to their gym session. (Remind the gymnast to tell the coach if they feel worse or if something else starts hurting).
- If the injuries are deteriorating, the receptionist will contact the parents and inform them of the accident and ask them to pick up their child.

**All injuries:** complete an accident form and get the parents to sign. These are kept in the accident book in the main gym just outside the kitchen

**All coaches are first aid trained and should be able to deal with the accident, if they are unsure they should ask another qualified coach to assist.**

## First Aid Kits

- ✓ The main First Aid Box is in the main gym next to the staff.

## Hygiene

- ✓ 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 a child is injured, cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately.
- ✓ If mouth to mouth resuscitation is required this must begin immediately. Use a resuscitator if one is available, but do not delay mouth to mouth whilst looking for one. Serious infection is highly unlikely from mouth to mouth.
- ✓ 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 cleaners' cupboard.
- ✓ Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

## Basic First Aid

- ✓ Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.
- ✓ Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.
- ✓ Splinters – We should not try to remove these. If only a small splinter, it could be covered with a dressing. If a large one, the parent should be rung as we are **not allowed** to remove it.

## For All Accidents

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- If the accident is “Reportable” (certain types of mainly serious injuries, especially those caused by failure of health and safety procedures) inform the Head coach and she will decide whether to contact the Health and Safety Executive. (Please note: “Reportable” accidents do not include typical accidents such as bumping into one another, falling over whilst running/walking etc.)
- All accidents should be recorded in the **Accident Book**.

## 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.**

### **Sending an ill child home**

If a child is taken ill while at the gym, and is deemed to be sufficiently unwell to take part then s/he needs to be sent home. The parents must be contacted as soon as possible in order that they may collect their child from Harlequin. All children/gymnasts sent home must be recorded in Register.

### **Referring to hospital**

If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to the gym in time. A copy of the child's medical form must go with them as this give permission for the coach to act as loco parent, it also outlines any medical condition and allergies they may have.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible. Medical forms must be filled in and a copy sent off to British Gymnastics. The CCTV footage also needs to be copied onto a memory stick in case of any litigation.

**In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.**

**This policy was updated in January 2016 and will be reviewed annually.**