



First Aid Policy

At Cleveland Air Magic (CAM), the safety and well-being of our members, players, and visitors are of paramount importance. This First Aid Policy has been established to ensure that appropriate and effective First Aid arrangements are in place during all club activities, events, and training sessions. The policy outlines the responsibilities, procedures, and resources necessary to provide prompt and efficient First Aid care.

The primary objectives of this First Aid Policy are to:

- Ensure the availability of qualified first aid personnel at all club events and training sessions.
- Provide clear guidelines for the administration of First Aid.
- Maintain an adequate supply of First Aid equipment and materials.
- Procedures for reporting a First Aid incident
- Promote awareness and training in first aid practices among club members and staff.

Responsibility

The responsibility for implementing and maintaining the First Aid Policy lies with the club's management and designated First Aid officer and Senior Coaches.

Club Committee are responsible for:

- Annually appointing a First Aid officer and verifying First Aid credentials.
- Ensuring all coaches over 18 years have valid First Aid certificates.
- Setting a timetable that maintains 1 x senior coach at every session who hold a valid First Aid certificate.
- Conducting regular risk assessments to identify potential hazards and determine First Aid requirements.
- Ensuring that First Aid kits and equipment are readily accessible and properly maintained.
- Maintaining up to date Emergency Contact Information and ensuring any pertinent medical information is communicated.
- Review the incident reports periodically to identify any patterns or areas for improvement in safety practices.

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| Created by | President – K Huston | Approved By | Committee |
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The First Aid officer is responsible for:

- Administering First Aid in accordance with established protocols and their level of training and determining whether further medical assistance is required.
- Recording and reporting all incidents requiring First Aid treatment.
- Regularly inspecting First Aid kits and equipment to ensure they are in good working condition. Any used or expired items should be replaced immediately.
- Ensuring First Aid certification is up to date.
- Updating and informing of any known medical conditions or changes to First Aid procedures.

Senior coaches are responsible for:

- All 18+ coaches are required to hold a valid First Aid certificate from a recognised training organisation. Coaches are responsible for ensuring their skills and knowledge up to date.
- Ensuring that First Aid kits are fully stocked and replenished as needed
- Administering First Aid in accordance with established protocols and their level of training and determining whether further medical assistance is required.
- Completing and reporting any First Aid incidents

Administering First Aid

In the event of an injury or medical emergency, First Aid officer or Senior coaches should follow these procedures:

- Assess the situation to ensure it is safe to approach the injured person.
- Provide reassurance and keep the injured person calm and comfortable.
- Administer appropriate first aid based on the nature of the injury and their level of training.
- If necessary, call for additional medical assistance or arrange transport to a medical facility.
- Contact Emergency Contact and Club President to inform of the incident.
- Complete the Incident Report and submit to committee for further actioning as required. The incident report should document the following:
 - Date and time of the incident
 - Name and contact details of the injured person
 - Description of the injury and how it occurred
 - First aid treatment provided
 - Any further action taken, such as calling for medical assistance

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First Aid officers are not permitted to administer any medication. If medication is required, emergency contacts or emergency services will be called.

Injured or unwell athletes will need to be collected from the facility – no further training is permitted.

A medical clearance certificate will be required if an athlete is injured and/or ill for 7 days or more before resuming training.

Non-Compliance and Disciplinary Actions

Any violations of this First Aid policy will be subject to disciplinary action, which may include warnings, suspension, or expulsion from the club.

The severity of the disciplinary action will be determined by the club's management committee based on the nature of the violation.

The club reserves the right to take further measures if non-compliance continues.

Feedback and Concerns

Cleveland Air Magic values feedback from parents and guardians. Any concerns or suggestions regarding the First Aid policy should be directed to president@clevelandairmagic.org.

Review and Amendments

This First Aid Policy will be reviewed annually by the club's Committee to ensure it remains fair, transparent, and effective. Any amendments to the policy will be communicated to members in writing and will take effect from the date specified.

Acknowledgment

By becoming a member or participating in activities with Cleveland Air Magic, individuals acknowledge and agree to adhere to this First Aid Policy.

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