



**GALACTICO**  
C O A C H I N G



# **First Aid Policy**

## **Contents**

Contents .....	2
First Aid Policy.....	3
1. Introduction.....	3
2. Definitions and Interpretations .....	3
3. Purpose of the policy .....	4
4. Who our policy applies to .....	4
5. The Extent of our Policy .....	4
6. Responsibilities .....	4
6.1 Director Responsibilities .....	4
6.2 Staff Responsibilities .....	5
6.3 First Aid Staff Responsibilities .....	5
7. First Aid Provision .....	6
8. First Aiders .....	6
9. Emergency Procedures .....	7
10. Reporting Accidents and Record-Keeping .....	8
11. Medication .....	8
12. Illnesses and Allergies .....	8
13. Consent .....	9
14. Monitoring and Reviewing .....	9
Attachment 1: Allergens Procedure .....	10
Attachment 2: Medical Declaration Forms .....	12
Medical Declaration Form for Participants Aged 17 and Below .....	12
Medical Declaration Form for Participants Aged 18 and Above .....	14

## 1. Introduction

Galactico Coaching (GC) is committed to providing the necessary emergency first aid required to deal with any accidents and incidents affecting staff and participants that occur due to GC activities. GC will take every reasonable precaution to ensure the safety and well-being of all staff and participants. GC and all people associated with GC must adopt and implement this policy.

## 2. Definitions and Interpretations

Below are the meanings of words that this policy highlights:

**First Aid** refers to the act of providing initial help to preserve life and minimise the consequences of injuries or illness until professional help can be obtained. It involves treating minor injuries which may not require professional treatment.

**First Aid Equipment** refers to any material provided for first aid use. For example, plasters, gauze, and disinfectant solutions.

**Allergy** refers to a condition where the body reacts to a substance.

**Allergen** refers to a normally harmless substance, that triggers an allergic reaction in susceptible people.

**Allergic Reaction** refers to the body's reaction to an allergen. Some symptoms are:

- Hives.
- Generalised flushing of the skin.
- Itching and tingling of the skin.
- Tingling in and around the mouth.
- Burning sensation in the mouth.
- Swelling of the throat, mouth or face.
- Feeling wheezy.
- Abdominal pain.
- Rising anxiety.
- Nausea and vomiting
- Alterations in heart rate.
- Feeling weak.

**Anaphylaxis** refers to a sudden, severe, and potentially life-threatening allergic reaction. Some symptoms are:

- Difficulty breathing.
- Feeling faint.
- Reduced level of consciousness.
- Lips turning blue.
- Collapsing.
- Becoming unresponsive.

### **3. Purpose of our Policy**

The Galactico Coaching First Aid Policy aims to ensure that everyone involved with GC, whether staff or participant, feels happy, and can enjoy sport in a positive and safe environment. This Policy aims to ensure that GC has adequate, safe, and effective first aid provision for all staff and participants to be well looked after if they have an accident or injury. It also aims to ensure that all individuals affiliated with GC are aware of the procedures we have in place in the event of any illness, accident or injury. Individuals are still able and encouraged to contact 999 in the event of a medical emergency.

### **4. Who our policy applies to**

This policy applies to:

- Paid and unpaid employees, volunteers, or contracted personnel of GC.
- Affiliated centres, clubs, organisations, and personnel.
- All children and adult members or affiliates of GC.

### **5. The Extent of our Policy**

Our policy applies to all staff and participants when undertaking any GC activities. This includes accidents and injuries that occur during competition, training, and events organised by GC or affiliated with GC. This list is not exhaustive.

### **6. Responsibilities**

The appropriate application of first aid is the responsibility of GC staff. GC is responsible for overseeing health, safety, and well-being matters that occur during GC activities. GC should, therefore, ensure that there are appropriate risk control measures in place and be aware of significant health and safety risks during GC activities, including the environment in which the activities are performed.

The individuals to whom this Policy applies (Section 4) must:

- Consistently adopt, implement and comply with this policy.
- Ensure that the policy is easily accessible to all.
- Be willing to undertake any training required by GC.
- Ensure that the ratio of adults to children is sufficient and appropriate when considering the age of the children.
- Follow the procedure outlined in this policy.
- Be accountable for their own behaviour.
- Continually monitor and review this policy when required.

#### **6.1 Director Responsibilities**

As well as the responsibilities outlined in Section 6, The Director of GC is also responsible for:

- The development of this first aid procedure and ensuring it is kept up-to-date.
- Ensuring that the relevant risk assessments have been conducted.
- Ensuring that the first aid needs of GC are met, including equipment and any facilities needed.
- Ensuring there is a sufficient number of staff that are fully trained in first aid and have the resources to provide the first aid, and that all staff and participants are aware of who they are and how to contact them.
- Ensuring that all new starters are given basic health and safety information relating to first aid provision within their first month of working.
- Ensuring that any insurance arrangements cover any potential claims.
- Ensuring that appropriate and sufficient first aid training is provided for staff.
- Ensuring all mentioned in Section 4 are made aware of this policy and GC's first aid procedure.
- Ensuring that all GC staff are aware of where the first aid equipment is located and accessed.
- Maintaining an up-to-date list of first aiders and making it available to all mentioned in Section 4.
- Monitoring and reviewing the effectiveness of the first aid procedure and reviewing the policy when required.
- Ensuring that staff first aid training certificates are valid and up-to-date.

## **6.2 Staff Responsibilities**

As well as the responsibilities outlined in Section 6, staff of GC are also responsible for:

- Ensuring they have sufficient awareness of this policy and procedure.
- Consistently working towards the safety and welfare of the participants.
- Helping make the participants aware of what procedures to follow in the event of illness, accident or injury.
- Attending any first aid emergency as necessary and administering first aid when appropriate in accordance with the first aid training that they have received.
- Maintaining factual records of any accidents and incidents and providing information to the emergency services when needed.

## **6.3 First Aid Staff Responsibilities**

As well as the responsibilities outlined in Section 6, GC staff responsible for first aid should also:

- Complete and renew any training required by GC.
- Ensure they are comfortable and confident administering first aid.
- Ensure that they are fully knowledgeable about this policy and the procedures outlined in it.
- Take charge when someone is injured or ill.
- Ensure that professional medical help is sought when needed.
- Ensuring that their first aid kits are checked, maintained and kept fully stocked with up-to-date equipment.

## **7. First Aid Provision**

GC will undertake an assessment to identify the first aid needs of GC and ensure the availability of appropriate first aid provision. For participants, the assessment will consider the:

- Locations where GC activities take place.
- Nature of GC activities.
- Ratio of participants to staff.
- History of GC's accidents.

For staff, the assessment will consider the:

- Nature of the work.
- Location that the work takes place in.
- Ratio of participants to staff.
- Size of the organisation.
- History of GC's accidents.
- Annual leave and other absences of first aiders.

The first aid needs assessment must be in writing and a record kept and reviewed at least every three years. However, it will need to be reviewed earlier if there are significant changes in location, staff, or an increase in the number of incidents reported.

GC will re-evaluate its first aid arrangements and policy annually to ensure that all arrangements and procedures are appropriate for possible hazards and risks that could occur during GC activities.

All first aid kits should have suitable and sufficient contents to address any possible first aid needs identified by the assessment. All first aid staff must have access to first aid equipment, and keep their first aid kit in a readily accessible location. GC will have suitably stocked first aid boxes, including sterile wound dressings, plasters, bandages and disposable gloves. The Director and staff responsible for first aid will routinely examine the contents of the first aid boxes and restock them when needed.

When GC undertakes activities within a school, it may be acceptable to share their first aid resources, and this should be discussed with the school as soon as possible.

## **8. First Aiders**

The information obtained from the assessment of first aid needs and provision will identify where and when accidents are most likely to occur. They may, therefore, help GC decide the most appropriate type, quantity and location of first aiders and equipment.

As GC is a sports coaching company, it is important that all Coaches have sufficient first-aid training and access to first-aid equipment. For other areas of GC, it may not be necessary that all staff have first aid training, though there should be at least one first aider on the premises.

The main duty of staff responsible for first aid is to administer immediate first aid to participants and staff and to ensure that professional medical help is called when necessary.

GC will ensure that all first aiders hold a valid and up-to-date first aid training certificate. All first aiders will ensure that all first aid kits are properly stocked and replenished. All coaches will be first aiders to ensure individual sessions are covered by a staff member who can administer first aid.

As GC has no base site, all work carried out by GC coaches is classed as remote work. All remote workers must have a mobile phone to enable them to call emergency services or seek medical advice from 111. Remote workers must have access to a first aid kit.

## **9. Emergency Procedures**

If an incident, illness, or injury occurs, the staff member in charge will assess the situation and decide on the appropriate course of action. This may involve calling for a GC first aider or for professional medical help.

The first aider involved will assess the situation and take charge of administering any first aid treatment. The first aider may then decide that the individual needs professional medical help and at that point will immediately seek this out.

If professional medical help is sought but is going to take too long, a first aider will administer emergency help and first aid to all injured individuals whilst they wait.

If it is a participant that is seriously injured or unwell and requires professional medical help, the following process must be followed:

1. A member of GC staff calls 999 immediately and listens to and follows the instructions of the operator. This may include administering emergency first aid.
2. If an ambulance is required, the participant's emergency contact must be contacted immediately. If there is more than one member of staff running the GC activity, and the emergency contact is unable to make it to the accident location or the hospital on time, then one staff member must accompany the participant in the ambulance and remain with them until the emergency contact arrives.
3. If an ambulance is not required, but medical attention is needed, GC should still contact the participant's emergency contact immediately. If there is more than one member of staff running the GC activity, and the emergency contact is unable to make it to the accident location in an appropriate amount of time, then one staff member trained in first aid must drive the participant to the doctor or hospital and remain with them until the emergency contact can arrive.
4. GC staff should try to ensure that no further injuries can occur by making the environment safe or by removing the injured individuals from the scene. Individuals will only be moved if it is safe to do so and will not harm the individual further.
5. Care will be taken with any other participants who may have witnessed the incident and may have been impacted negatively by the event despite not being directly involved. These cases will be assessed on a case-by-case basis, as some

individuals may be more affected than others, and in these cases, parents/carers will be called immediately.

6. Details of the incident and actions taken will be promptly reported to the Director of GC and the participant's parents/carers if the participant is below the age of 18, and emergency contacts when needed if the participant is above the age of 18.

## **10. Reporting Accidents and Record-Keeping**

In the event of an incident or injury to a participant under the age of 18, the participant's parents/carers will be informed as soon as possible. If an incident or injury occurs to a participant over the age of 18, their emergency contact will be contacted if required.

Staff will keep accurate records of any injuries, accidents or illnesses, and these will include any first aid treatment that is given and any further actions taken. Records will include:

- The date, time and location of the incident, as well as the activity that it occurred during.
- The name of the individuals.
- Details of the injury/illness and what first aid was given if any.
- Any further actions taken.
- Name and signature of the staff member dealing with the incident.

## **11. Medication**

If a participant is on medication, their parents/carers have the decision of whether the child is responsible for keeping the medication with them, or if they want GC to store it for them during activities.

If the parents/carers decide that GC should store it for them, medicines should be clearly labelled with the child's name, and it should be made clear in writing what the correct administration and dosage is. These medicines should be given to the activity leader at the start of the session, and the activity leader will return them to their parents/carers at the end of the session.

Any ongoing medical conditions that can affect a participant's performance in sports or that is affected by sports, should be declared to GC in writing at either the point of diagnosis or the point when they first become affiliated with GC, whichever comes sooner. This includes medical conditions such as epilepsy, anaphylaxis, and diabetes. This is so GC staff can be prepared for any potential incidents and so that sessions can be adjusted accordingly if necessary. Medical conditions can be declared using the Medical Declaration Form (Attachment 2).

## **12. Illnesses and Allergies**

If a participant becomes ill during a GC session, their emergency contact will be contacted and asked to collect them from the session as soon as possible.



The participant will be moved to the side and monitored by a member of staff. If the session is in a location where there is a separate room or space, the participant will be moved there to help provide a quieter area.

If the participant has an allergic reaction, this will be addressed following the Allergen Procedure outlined in Attachment 1.

### **13. Consent**

Participants (or their parents/carers in the case of children) will be asked to complete and sign a medical consent form (Attachment 2) which includes emergency numbers, and a declaration of any allergies and long-term medical conditions and medicines. This form will be updated on a yearly basis but can be updated sooner if required.

GC staff will always aim to act and respond to accidents and illnesses in a reasonable manner based on the circumstances and will always consider the participant's best interests.

### **14. Monitoring and Reviewing**

This policy and procedure will be reviewed annually and any changes will be communicated to all members of GC staff.

GC staff will be required to familiarise themselves with this policy as part of their induction, and they will be informed of all first aid arrangements.

## **Attachment 1**

### **Allergens Procedure**

This attachment outlines GC's approach to those with specific allergies. GC is aware that participants and staff may suffer from food, bee/wasp sting, animal or nut allergies (this is not a limited list), and we believe that all allergies should be taken seriously and dealt with appropriately.

GC can not guarantee a completely allergen-free environment, but we will try to minimise the risk of exposure and plan an effective response to any possible emergencies. Details of an individual's allergies must be provided to GC using the Medical Declaration Form (Attachment 2).

This Attachment aims to minimise the risk of any participant or staff member suffering allergy-induced anaphylaxis during GC activities. This attachment establishes effective risk management practices to minimise exposure to known triggers and helps educate staff in effective emergency responses to allergic reactions.

#### **Adrenaline Auto-Injectors (AAIs)**

People who suffer from severe allergic reactions may be prescribed an AAI for use in emergencies. The participants (or their parents/carers) are responsible for the provision and replacement of their AAIs. It is the decision of the participant (or their parents/carers) if they would like to look after it themselves or give it to a staff member for safekeeping during GC activities.

#### **Health Care Plans and Medical Information**

Participants (or their parents/carers) with allergies need to communicate effectively with GC in order to establish appropriate individual health care plans, and it is up to the participant (or their parents/carers) to inform GC of any updates and changes. These plans will be communicated to any GC staff in contact with the participant. To establish appropriate plans, participants (or their parents/carers) need to provide GC with written advice from a medical professional which explains the individual's condition, defines the allergy triggers and lists any required medication.

All staff receive training in anaphylaxis management which includes the awareness of triggers and the first aid procedures to be followed in the event of an emergency.

#### **Responsibilities of Participants or Their Parents/Carers**

Participants (or their parents/carers) are responsible for:

- Providing their medical information to GC in writing by filling out the Medical Declaration Form (Attachment 2).
- Any declarations that involve severe allergies or health conditions, must detail:
  - The allergen.
  - The nature of the allergic reaction.

- What to do in case of an allergic reaction (how to use medication).
- Any control measures (how to prevent contact with allergen).
- Work with GC to create a Health Care Plan, and sign the plan.
- Provide GC with up-to-date medication/equipment which is clearly labelled.
- Provide GC with up-to-date emergency contact information.
- Not bringing food/items containing nuts to any GC activities.
- Ensuring they (or their child) are aware of allergy self-management, including being able to identify their triggers and knowing how to react.
- Raising any concerns about the management of their (or their child's) allergies with GC.

## **Responsibilities of Participants**

During GC activities, participants are responsible for:

- Avoiding food/items that they know they are allergic to, including any foods with unknown ingredients.
- Being proactive in the care and management of their allergies, including:
  - Learning to recognise their symptoms.
  - Keeping their medication on them at all times.
  - Developing independence in keeping themselves safe from allergens.
- Immediately notifying GC staff if they are having an allergic reaction, and/or they believe they have come into contact with something that they are allergic to.

## **Responsibilities of Staff**

Staff are responsible for:

- Familiarising themselves with this procedure.
- Ensuring they know which participants have an allergy and that they are aware of their health care plans.
- Promoting good cleanliness, such as washing hands before and after eating, after outside activities, and after the toilet.
- Ensuring that any medication left in their care is easily accessible.

## **Actions**

In the event of a participant suffering from an allergic reaction, a member of staff will:

- Contact the participant's emergency contact.
- Contact 999 if it is an emergency.
- Administer any available medication as per training.
- Accompany the participant to the hospital if:
  - The participant's emergency contacts cannot arrive soon enough.
  - And, there is another member of staff who can supervise the remaining participants.

This will be reviewed on an annual basis.

**Attachment 2**  
**Medical Declaration Forms**  
**Medical Declaration Form for Participants Aged 17 and Below**

Please ask your parents/carers to help you fill this form out.

Details on this form will be held securely and will only be accessed by GC staff and professionals who need this information in order to meet your needs. If anything changes, you must inform us in writing. This form must be filled out even if the participant has no medical conditions or allergies.

Participant's Name	
Address	
Date of Birth	

**Emergency Contact Details**

Please provide as much information as possible so we can contact you in the case of an emergency. We require two emergency contacts.

Name	
Mobile Number	
Additional Number (Optional)	
Email	
Relationship to Participant	
Name	
Mobile Number	
Additional Number (Optional)	
Email	
Relationship to Participant	

**Medical Information**

<b>Are there any activities that the participant cannot engage in?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details:</b>
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<b>Does the participant have any medical conditions or disabilities?</b>  (This includes mental health conditions.)	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details:</b>
<b>Does the participant require any medication?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If the participant requires medication, please give details of:</b>	<b>Name of Medication:</b>  <b>What the medication treats:</b>  <b>Dosage, timing and frequency:</b>  <b>Method:</b>  <b>Any special precautions/storage details:</b>
<b>Does the participant have any allergies?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details:</b>
<b>Does the participant have any medication to treat their allergies?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details:</b>
<b>Are there any specific steps we need to follow in the event of an emergency?</b>	
<input type="checkbox"/> I give my consent that if an emergency medical situation arises, GC may act on the participant's behalf. I also understand that in such circumstances all reasonable steps are made.	
<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Medical Declaration Form for Participants Aged 18 and Above

Details on this form will be held securely and will only be accessed by GC staff and professionals who need this information in order to meet your needs. If anything changes, you must inform us in writing. This form must be filled out even if the participant has no medical conditions or allergies.

Participant's Name	
Address	
Date of Birth	

### Emergency Contact Details

Please provide as much information as possible so we can contact people close to you in the case of an emergency. We require two emergency contacts. Please ensure that they know you have them down as emergency contacts.

Name	
Mobile Number	
Additional Number (Optional)	
Email	
Relationship to Participant	
Name	
Mobile Number	
Additional Number (Optional)	
Email	
Relationship to Participant	

### Medical Information

<b>Are there any activities that you cannot engage in?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details:</b>
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<b>Do you have any medical conditions or disabilities?</b>  (This includes mental health conditions.)	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details:
<b>Do you require any medication?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you require medication, please give details of:</b>	<b>Name of Medication:</b>  <b>What the medication treats:</b>  <b>Dosage, timing and frequency:</b>  <b>Method:</b>  <b>Any special precautions/storage details:</b>
<b>Do you have any allergies?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details:
<b>Do you have any medication to treat your allergies?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details:
<b>Are there any specific steps we need to follow in the event of an emergency?</b>	
<input type="checkbox"/> I give my consent that if an emergency medical situation arises, GC may act on my behalf. I also understand that in such circumstances all reasonable steps are made.	
<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	