



# First Aid and Medical Policy

## Greenwich Giants Baseball Club

Greenwich Giants Baseball Club is committed to caring for, and protecting the health, safety and welfare of participants, players, coaches, volunteers and committee members. Within this we aim to give careful consideration and implementation of the following:

- To make the necessary arrangements to ensure that there is adequate provision of first aid supplies available during all of our sessions, during matches and while travelling to and attending away events.
- To have a sufficient number of first aiders present during sessions, at matches and travelling to/attending away events.
- To ensure that all first aid trained staff attend sufficient training courses, including pediatric first aid, and renew these trainings before their certification expires.
- To ensure that first aid trained coaches, volunteers and committee members are confident in administering emergency treatment or in the organisation of it.
- To ensure that all accidents and illnesses are recorded accurately in a timely manner, including details of any treatment that is given and any further action that was taken.
- To ensure that reporting to parents/carers is done appropriately and in a timely manner, as well as reporting incidents to the local authority, if necessary.
- To contact the emergency services if they are needed and informing the Parents/Carers immediately if such a situation arises.
- To ensure that every head bump is reported to the child's Parent/Carer, no matter how minor it may seem, both verbally and is recorded in writing.
- To record and make adequate arrangements for any children or adults associated with the club who have specific medical conditions.
- To dispose of any medical waste appropriately.



## FIRST AID PROCEDURES

### Location of first aid kits

A first aid kit is available and accessible during all sessions, including matches and with an appointed first aider while travelling. The first aid kit is clearly labelled and checked prior to sessions to ensure that it is well stocked.

### Responsibilities of the trained first aiders

- To provide appropriate care for children, players, coaches, volunteers and any other person associated with the club, including visitors who are ill or have sustained an injury.
- To record all accidents by completing a first aid form which is kept alongside the first aid kit, using first and last name.
- The first aid form is to be signed by the Parent/Carer after reading it, if they are not present when the incident occurs. The form is then retained by the club securely.
- If the injury sustained by a child is to the head (any impact that occurs from the neck up), the child's Parent/Carer must be informed verbally as soon as possible, as well as the accident form being completed by a trained first aider.
- If an adult sustains a head injury, every effort must be made to arrange for, or encourage the individual to be accompanied by another adult to access further medical advice. It is not appropriate for an adult with a head injury that requires further medical attention (i.e – in a hospital) to attempt to access this on their own.

### Responsibilities of the appointed person(s) – The Club Chair and Safeguarding Officer

- To ensure that all coaches, volunteers and committee members are familiar with the clubs first aid and medical policy.
- To ensure that all coaches and committee members are familiar with measures to provide appropriate care for children or adults with specific medical needs.
- To ensure that any medications are stored appropriately but are accessible in event of an emergency.
- To ensure that the club has an appropriate number of trained first aiders and for the renewal of training.
- To keep an accurate record of any children or adults who have any specific medical needs, and the measures needed to care for them, as well as ensuring it is stored securely.
- Collate and review any accident/incident or near misses. Make accurate notes of any patterns and report back to the committee.
- Contact the emergency services if required.



## WHAT TO DO IN CASE OF AN ACCIDENT, ILLNESS OR INJURY

All adults associated with the club have a duty of care to children and should respond immediately to any accident, illness or injury that is reported to them or that they witness. A distressed child should not be left unattended. A first aider should be found as soon as possible to administer any relevant treatment. If you need to locate one and cannot leave the injured or unwell child, attempts should be made to call one and ask them to come to you. If you do not have access to a mobile phone, it is possible to send age-appropriate children in pairs to get a first aider, as long as doing so does not put those children at risk of danger. It is advisable that all first aid trained adults keep their mobile phones accessible to them in case of an emergency. Should a child need to be taken to hospital by the emergency services, and the child's Parent/Carer is not present, the child must be accompanied by a nominated club adult present at the session. In this instance, the Parent/Carer must be informed immediately.

If an adult has sustained injury or has become ill, a first aider must be located and immediate treatment must be administered, including calling the emergency services if necessary. The injured or unwell person should not be left unattended.

Written record of the accident, illness or injury must be made on an accident form as soon as the first aider is able to do so.

First aid forms must be retained by the club and stored appropriately in accordance with retention of records.

## CONTACTING THE EMERGENCY SERVICES

The first aider will decide whether an ambulance needs to be called and is responsible for making this call as soon as the decision has been made. If they are unable to make the call due to the nature of the injury, the first aider must ask another club adult to make the call on their behalf. The person making the call must stay with the injured person at all times to ensure accurate reporting. An ambulance should be called for any of the following:

- Head injury
- Suspected Fracture
- Fall from height
- Serious dental injury
- Anaphylaxis, including after administering an Epi-Pen
- Epileptic seizure
- Asthma attack
- Breathing difficulties
- Uncontrolled bleeding injury
- Loss of consciousness

Parents/Carers must be contacted by telephone as soon as possible after the ambulance has been called. If the ambulance is ready to leave to seek further treatment prior to the Parent/Carer arriving, another adult associated with the club who is present during the session or event is to accompany the child in the ambulance.



## ACCIDENT RECORDING

An accident book is kept with the first aid kit during each session/match or while travelling to and from an event. It is to be used to record any accident, illness or injury during a session, match or travelling to and from an event. It is to be used to record any accident, illness or injury to adults, including volunteers and visitors, as well as children.

Once an accident book has run out it is to be replaced with a new book and the old book must be retained for the purpose of record keeping and for reporting at the AGM.

### Near Misses

Any known near misses/accidents must also be reported to the club Safeguarding Officer and The Chair. These must also be recorded in the accident book and labelled as a 'suspected near miss' or in a separate log book.

## WHAT TO DO IF SOMEONE BECOMES ILL OR UNWELL

Any child or adult who becomes unwell during a session, match or while travelling with the club must not be left unattended. A Parent/Carer or Next of Kin for an adult, must be contacted as soon as possible by the first aider. The Parent/Carer/Next of Kin should be asked to collect the person who is unwell immediately.

If a child becomes unwell and is collected early, this must be recorded and the Parent/Carer asked to sign the child out of the session early due to medical reasons.

## FIRST AID EQUIPMENT AND SUPPLIES

There is a first aid kit to be available and accessible at every session/match and while the club travels. This kit should be regularly checked by a trained first aider and re-stocked as necessary.

The first aid kit contains the following:

- Disposable Ice Packs
- Plasters (various sizes)
- Bandages (various sizes)
- Germolene
- TCP
- Gauze
- Medical tape
- Scissors
- Safety Pins

Any items within the first aid kit that have an expiry date will be disposed of in an appropriate manner once the expiry date has passed.



## MANAGING MEDICATION

It is important that when registering their child(ren) to start sessions with the club, the Parent/Carer should declare any known allergies or medical conditions, along with a brief description of how these are managed. It is then good practice for the club to follow up on any declaration with the family directly, and to keep a secure record of any known allergies or medical conditions in case of emergency.

### Asthma

Any child(ren) known to have asthma must have their inhaler with them during any session/match or event. It is the responsibility of the Parent/Carer to provide an Inhaler for their child, which will be stored in an accessible location should it be needed. It is the responsibility of the Parent/Carer to alert club staff to where they have put the Inhaler prior to the session starting.

If the Parent/Carer drops their child off for a session, match or event and then leaves for the duration or if the team is travelling, the child's Inhaler will be stored with the club first aid kit.

Inhalers must be labelled with a prescription label with the child's name on it.

Asthma Inhalers are sometimes prescribed for different reasons. A child may have an asthma plan which has been written by a qualified nurse, but on some occasions, Inhalers are prescribed as treatment for a viral wheeze after illness and are only to be used in the short term. It is the responsibility of the Parent/Carer to identify how and when their child's Inhaler should be used and provide a copy of any asthma plan to the club if they plan on leaving their child in the care of the club for any length of time during a session, match or event. Should any asthma plans be received by the club, the information will be shared with trained first aiders on a need-to-know basis.

If a child has been dropped off and requires their Inhaler in the absence of the Parent/Carer, the club will keep a record of when and how the asthma pump was administered and Parents/Carers will be informed.

### Allergies and Medical Conditions

Any child(ren) known to have an allergy or medical condition must have any emergency care plans and treatment with them during any session/match or event. It is the responsibility of the Parent/Carer to provide this for their child. Any medication or means of treatment will be stored in an accessible location should it be needed. It is the responsibility of the Parent/Carer to alert club staff to where they have put any treatment plans, medication or treatment prior to the session starting.

If the Parent/Carer drops their child off for a session, match or event and then leaves for the duration or if the team is travelling, the child's care plan and medication will be stored with the club first aid kit.



Any medication must be labelled with a prescription label with the child's name on it. EpiPens must be stored in their containers and must be in date. It is the responsibility of the Parent/Carer to check the expiry date of any medication, EpiPen or Inhalers that are brought to sessions, matches or events.

It is the responsibility of the Parent/Carer to identify how and when their child's medication should be used and how to manage any allergic reaction. A copy of any emergency care plan should be shared with the club by the Parent/Carer, if they plan on leaving their child in the care of the club for any length of time during a session, match or event. Should any care plans be received by the club, the information will be shared with trained first aiders on a need-to-know basis.

If any emergency medication is administered the club will keep a record of the medical event and how it was treated.

Parents/Carers will be informed immediately if a child has an allergic reaction or requires treatment for a medical condition.