4. First Aid and Emergency Procedures

Preparation

Before delivery, the coach in charge must know the venue address, how to summon emergency assistance, the location of first-aid equipment and the venue's evacuation procedure. The business must ensure first-aid arrangements are appropriate to the activity, participant numbers, venue and risks.

Responding to an incident

Stop play and make the area safe. Assess immediate danger and summon a suitably qualified first-aider. Call 999 for a life-threatening emergency or where urgent emergency assessment is needed. Do not move a seriously injured person unless there is immediate danger. Follow the emergency operator's instructions.

Parents and records

Notify a parent or emergency contact as soon as reasonably practicable when a child is injured or needs medical attention. Complete an accident or incident report promptly, recording facts, witnesses, action taken and any follow-up required. Report incidents to the venue, insurer or relevant authority where required.

Review

Near misses and accidents must be reviewed to identify preventive action. Coaches must not provide treatment beyond their training and must respect the child's dignity and privacy.