



## **First Aid Policy**

It is the policy of ASMAA to take all reasonable and practicable steps to safeguard the Health, Safety and welfare of all members and to protect all visitors against hazards to Health or Safety arising out of Clubs activities. This document details the Associations First Aid policy, and should be read in conjunction with the Health and Safety Policy.

### **Purpose**

This policy is to provide guidance to Club Heads/ Instructors and members on the provision of First Aid within ASMAA. ASMAA are committed to providing a safe and healthy environment for all members and visitors.

In addition to Head Instructors, ASMAA clubs must have a minimum of One (1) appointed qualified First Aider and ensure that anyone on their club premises will have access to First Aid assistance should an injury or illness occur.

Regular risk assessments will reflect the need to increase the numbers of qualified persons pursuant to best practice and policy. Further, ASMAA requires members that do not own clubs but are still instructors in any form must also be First Aid trained.

All ASMAA members have a duty of care, to themselves and others to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this First Aid policy.

### **ACCIDENTS**

#### **1. Reporting Accidents**

Certain types of accidents need to be reported to ASMAA.

1. Fatal or major injuries to anyone in connection with your club need to be reported without delay (e.g. by phone call).
2. If anyone training with you is *incapacitated* (cannot do their normal job) for more than three days because of an accident, a report must be made within 10 days.
3. Any student/instructor involved in an accident whilst training or on your premises must be lodged.
4. The ASMAA accident/incident form should be used for reporting accidents.

#### **2. Keeping Records**

All Clubs under ASMAA must record and keep a copy of all reportable injuries and dangerous occurrences within their own club.

Records should be kept for 3 years and must be stored in accordance with the data protection act.

## **FIRST-AID ARRANGEMENTS**

### **1. First-Aid Kits**

To be provided by the club owner.

The First-Aid box should be clearly marked (white cross on a green background) and easily accessible.

Only specified contents should be kept in the box –nothing else.

### **2. First Aiders**

These are people trained in first aid.

All ASMAA Club Instructors must have a suitable First Aid Certificate, which is renewed every three years.

Cover should be made available for holidays.

First Aid Training must be provided by a suitable qualified First Aid Trainer

Regular First Aid instruction is provided through ASMAA deputy director Tony Bell (Wales) and director of Training, Richard Lane (Studio Combat Academy in Long Eaton).

Refresher training is available and recommended every year but is not compulsory.

Clubs must ensure records are kept of qualification details and renewal dates.

### **3. Competitions**

Although ASMAA will promote and advertise club competitions and events, it is the responsibility of the events/ competition organiser to ensure there are sufficient First Aiders available.

Please see the ASMAA Health and Safety policy for further details.

## **Appendix 1 - First Aid Equipment**

As a guide the minimum items held in each first aid kit are detailed as follows:

Static First Aid Kit in medical room:

Assorted Wash-proof plasters 60

Standard Eye-pad Dressings 6

Standard Dressings (Medium) 12

Standard Dressings (Large) 4

Triangular Bandages 8

Alcohol Free Cleansing Wipes 20

Safety Pins 12

Pairs of Disposable Gloves 3

Foil blanket 2

Scissors. blunt nosed 1

The responsibility of First Aid within clubs is ultimately placed on the Club Head/Chief Instructor. It is down to the Head/Chief Instructor to ensure members are not at risk whilst training on club premises and a First Aid Kit is fully stocked and available should an accident occur. Any accident must be recorded using either ASMAA's own accident form or an equivalent accident report book. A copy of said report must be forwarded to Head Office.