



ADVANCE GYMNASTICS CLUB

# First Aid Policy

Last updated: 25/03/26

## 1. Purpose

Advance Gymnastics Club is committed to ensuring that all participants receive prompt, effective, and appropriate first aid in the event of illness or injury.

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## 2. First Aid Provision

- At least one qualified first aider will be present at every session
  - First aiders will hold a valid, in-date certificate (minimum Emergency First Aid at Work)
  - A fully stocked first aid kit will be available at all sessions
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## 3. Responsibilities

### First Aider

- Provide immediate care
- Assess injuries and decide next steps
- Record all incidents

### Coaches

- Ensure safe delivery of activities
- Stop activity if injury occurs
- Support the first aider

### Club Management

- Ensure:
    - First aid kits are maintained
    - Certificates are up to date
    - Procedures are followed
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## 4. Procedure in the Event of Injury

### Minor Injury:

- Treated by the first aider
  - Parent informed at collection
  - Incident recorded
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### More Serious Injury:

- Activity stopped immediately
  - First aider assesses situation
  - Parent/guardian contacted
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### Emergency Situation:

- Call 999 immediately
- First aider provides care until help arrives
- Parent/guardian contacted as soon as possible

👉 A coach should accompany the child if taken to hospital (if parent not present)

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## 5. Accident & Incident Recording

All incidents must be recorded, including:

- Name of gymnast
- Date/time
- Nature of injury
- Action taken

👉 Parents should be informed and may be asked to sign the record

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## 6. Head Injuries & Concussion

- Any head injury must be taken seriously
- Parent/guardian must be informed immediately
- Child should not continue activity
- Advice given to seek medical attention if needed

👉 Return to activity only when safe to do so

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## 7. Medication

- Coaches will **not administer medication** unless:
    - It is an emergency (e.g. inhaler, EpiPen)
    - Clear parental consent has been given
  - Medication must:
    - Be clearly labelled
    - Be stored safely but accessible
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## 8. Hygiene & Infection Control

- Gloves must be worn when dealing with blood or bodily fluids
  - All waste disposed of safely
  - Equipment cleaned if contaminated
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## 9. First Aid Equipment

First aid kits will be:

- Easily accessible
- Checked regularly
- Restocked as needed

