



# LEICESTER TIGERS Foundation

## First Aid Policy

### 1. Introduction

The Leicester Tigers Foundation is committed to ensuring a safe and supportive environment for all students and staff. This policy outlines our approach to first aid management, including handling known medical conditions, medication procedures, and compliance with GDPR for record-keeping. This policy should be read in conjunction with the Health and Safety Policy.

### 2. Scope

This policy applies to all students, staff, and visitors at the Foundation, including during off-site activities. It covers the administration of first aid, management of medical conditions, medication procedures, and response to infectious diseases.

### 3. Purpose of Policy

To ensure effective first aid management, including:

- Addressing medical conditions known to the Foundation.
- Handling and permissions for medication brought on-site.
- Providing guidance on infectious diseases.
- Ensuring GDPR compliance in record-keeping.

### 4. First Aid Provision

- **First Aid Kits:** First aid kits are available at all Foundation sites and in vehicles used for transporting students. Kits are checked monthly by the Designated First Aider and replenished as needed.
- **Designated First Aiders:** There will always be a trained staff member on site. During induction, all new staff are shown the location of first aid kits and informed of the designated First Aider.

### 5. Record Keeping

- **Accident Book:** All first aid incidents must be recorded in the appropriate Accident Book (staff or students). It is the responsibility of the person in charge at the time to complete the book.
- **Medical Conditions:** A record of learners' known medical conditions is maintained and updated annually. This record is used to ensure appropriate response and treatment during incidents.



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- **Medication on Site:** Any medication brought on-site by students must be registered with the Foundation. A Medication Permission Form must be completed by a parent or guardian, detailing the medication, dosage, and administration instructions. Medications are stored securely in a designated area. The administration of medication is logged in the Medication Log, which is reviewed regularly.
- **GDPR Compliance:** Completed first aid records and medical condition details are stored securely in a locked cabinet to ensure GDPR compliance. Access is restricted to authorized personnel only. Records are retained for a minimum of three years and are then securely disposed of.

### 6. Treatment

- **Staff Training:** All Foundation staff are trained in basic first aid and are competent to administer first aid during sessions. Staff must call 999 for professional medical assistance if an injury exceeds their training.
- **Defibrillators:** Located at the Mattioli Woods Welford Road Stadium, defibrillators are available for serious cardiac complaints.
- **First Aid Bags:** Each session is equipped with a first aid bag for administering treatment. Personal medication brought on-site must be agreed upon prior to the visit and must follow the outlined medication procedures.

### 7. Infectious Diseases

- **COVID-19:** Follow current government guidance on testing protocols and isolation periods related to COVID-19. For detailed protocols, refer to the COVID Risk Assessment.
- **General Infectious Diseases:** Follow public health guidance for the treatment and isolation of infectious diseases to protect the group. Information on infectious diseases can be found at Public Health England or relevant local health authorities.

### 8. Equipment

- **Contents of First Aid Boxes:** First aid boxes contain the following:
  - A general guidance leaflet on first aid
  - 20 individual sterile adhesive dressings (assorted sizes)
  - Detectable dressings (blue) for kitchen use
  - Sterile eye pads
  - 4 sterile triangular bandages
  - 6 safety pins
  - 6 medium-size sterile unmedicated dressings
  - 2 large-size sterile unmedicated dressings
  - Disposable gloves and other personal protective equipment
- **Vehicle First Aid Boxes:** Each vehicle must have a suitable first aid box.



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### 9. Training

- **Staff Training:** The Foundation Manager ensures all staff receive relevant training. Appointed First Aiders undergo a 1-day emergency first aid course and are retrained every 3 years. Training records are maintained on personnel files.
- **Staff Responsibilities:** All staff should be aware of their first aid responsibilities and limitations and know how to summon assistance. They should also know the location of first aid kits.

### 10. Review and Update

- **Policy Review:** This policy will be reviewed annually or in response to changes in legislation or Foundation procedures.

### 11. Contacts

For more information or to report an incident, please contact:

- **First Aid Coordinator:** Joe Glover
- **Emergency Contact:** Liz Causon
- **Health and Safety Officer:** Sam Swift