

## First Aid Policy

This policy was written with guidance from Up For Yorkshire, NCVO and NYA

This policy was created in **March 2025**

This policy was last updated in **March 2025**

This policy is due for review no later than **March 2026**

### 1. Preface

- a. For the purposes of this document:
  - i. 'The Board' refers to the trustee board of Selby CoderDojo
  - ii. 'The Dojo Champion', as of the latest update is John McAtominey

### 2. Introduction

- a. This policy outlines the procedures for providing first aid to all members, volunteers, and visitors participating in activities organised by Selby CoderDojo.
- b. It aims to ensure prompt and appropriate medical response in case of emergencies, while prioritising the safety of everyone involved.

### 3. Responsibilities - Trustee board & Dojo Champion

- a. Appoint designated First Aiders based on required qualifications and activity levels.
- b. Ensure all First Aiders maintain current certifications.
- c. Regularly review and update the First Aid Policy as necessary.
- d. Provide readily accessible first aid kits at all club events.
- e. Maintain records of incidents and first aid administered.

### 4. Responsibilities - First Aiders:

- a. Assess injuries and provide appropriate first aid treatment according to their training level.
- b. Immediately call emergency services in case of serious injuries or life-threatening situations.
- c. Inform the trustee board of any incidents requiring further action.
- d. Maintain confidentiality of patient information.
- e. Check and maintain Dojo first aid kits and request replacements from the Dojo Champion as required.

### 5. First Aid Provision:

- a. Parents & guardians

- i. Where a young person attends a Dojo session with a parent or guardian, responsibility for immediate first aid response lies with the parent or guardian.
- b. First Aid Kits:
  - i. A first aid kit will be made available where Dojo activities take place.
  - ii. First aid kit contents will be based on current commercially available products aimed at schools and youth organisations.
  - iii. Kits will be regularly checked annually and replenished as necessary.

## **6. Emergency Procedures:**

- a. Immediate Actions:
  - i. Assess the situation and identify the nature of the injury.
  - ii. Call for help and identify the designated First Aider.
  - iii. If necessary, initiate basic life support (CPR) as trained.
  - iv. Provide all information required to professional medical personnel.
- b. Secondary actions
  - i. Ensure participants who are not directly affected by the medical incident have not been adversely impacted by the incident.
  - ii. Ensure emergency contacts have been notified if a parent or guardian is not present.
  - iii. Ensure all volunteers involved have been appropriately de-briefed on the incident.
  - iv. Ensure a detailed incident report has been recorded, including:
    - 1. Date, time, and location of the incident.
    - 2. Name and contact details of the injured person.
    - 3. Description of the injury/illness and treatment provided.
    - 4. Names of witnesses, if any.
  - v. Any changes are made to the risk assessment based on learning from the incident.
  - vi. Other parties, such as the trustees of the Dojo venue are appropriately informed.

## **7. Emergency Contact Information:**

- a. A list of emergency contact details for attendees of Dojo activities will be available through the online booking system.

## **8. Reporting Incidents:**

- a. All incidents, no matter how minor, should be reported to the trustee board as soon as the incident itself has been dealt with.
- b. Detailed incident reports should be maintained including date, time, location, description of the incident, actions taken, and names of individuals involved.

## 9. Training and Qualifications:

- a. First Aider Certification:
  - i. All designated First Aiders must hold a current and relevant first aid certification, including CPR training, appropriate for the activities conducted by the Dojo.
  - ii. Selby CoderDojo recognises approved First Aid training provided by third parties, such as the Scout Association, Girl Guiding UK, St John's Ambulance and similar organisations.
- b. Refreshing first aid training:
  - i. First Aiders should regularly attend refresher courses to maintain their skills and knowledge.
  - ii. Depending on the level of training, a refresher course should be undertaken at least every 3 years.

## 10. Participant Responsibilities:

- a. Self-Reporting:
  - i. Members and volunteers must inform the Dojo Champion if they experience any health concerns or injuries before participating in activities.
- b. Cooperation with First Aiders:
  - i. All participants should follow the instructions of the designated First Aider during an emergency.