



# ACCIDENT, EMERGENCY AND RECORDING POLICY

## SPORTITUDE LTD

This policy was adopted by: Sportitude Ltd	Date: 2/08/22
This policy was reviewed by: Sportitude Ltd	Date: 30/9/24
Next review due	Date: 29/9/25
Signed by the company director	Signed: <i>F Dean</i>





***An accident is defined as an unplanned, uncontrolled event, which causes, or could cause injury, acute illness, damage, or loss.***

**We aim to reduce the risk of accidents by:**

- Undertaking risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Coaches and, to some extent, the children, are aware of hazards.
- Coaches identify and report hazards and risks and encourage children to do the same.
- That all medical/dietary/behavioural/learning challenges that could lead to a greater risk of incident, are recorded on the registers and that the coaches are all aware.

**We aim to manage any incidents by:**

- Recording any injuries/medical episodes on duplicate forms-one kept by Sportitude and one given to the parent/carer.
- There are always at least one first aider on site, who will deal with minor injuries.
- First Aiders carry their "KIT" on their person at all times.
- The kits will be checked regularly and refilled by the nominated coach.
- All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

**In the event of serious, life-threatening injury/illness/incident:**

- Most venues are equipped with defibrillators and at least one coach on site has been trained in their use. Full instructions are given by the 999 phone operator also in the event of a defibrillator being needed.
- Children needing potentially life saving intervention through medicines such as Adrenaline pens will have this information registered on the class4kids registration form and coaches working with such children will be made aware and their nominated coach will always carry the medications on their person.
- Coaches will always carry a mobile phone so that the emergency services can be called, without delay, if necessary.

**We aim to record and report accidents by:**

- Recording any injuries/medical episodes on duplicate forms-one kept by Sportitude and one given to the parent/carer.
- Working with the venue to adhere to any accident reporting mechanisms that they use as procedure.



- Producing a written report, to be given to parents/carers, venue, and any authorities such as the Health and Safety Executive, local Council etc, where the incident/accident is deemed as extremely serious. The threshold for an accident being considered extremely serious is where the injured party cannot reasonably go about their normal day-to-day life for an undefined period afterwards.