

Verve Taekwondo Wolverhampton, Martley and Tenbury First Aid Management Policy

1. Policy Statement

Verve Taekwondo Wolverhampton, Martley and Tenbury is committed to ensuring the safety and wellbeing of all students, instructors, and visitors by maintaining robust and effective first aid provisions. This policy outlines the procedures for administering first aid, responding to medical emergencies, and ensuring compliance with legal and safeguarding obligations.

2. First Aid Provision

- Every training session must be supervised by a suitably qualified first aider.
- A fully stocked and regularly checked first aid kit must be present at the training venue at all times.
- All first aid equipment will be kept in a clearly labelled, accessible location.
- All instructors must be aware of the location of the first aid kit and the identity of the designated first aider for the session.

3. Instructor Responsibilities

- The Lead Instructor is responsible for ensuring all session-leading instructors hold valid and up-to-date first aid training certification.
- Any instructor scheduled to lead an unsupervised session must possess current first aid training as a minimum requirement.
- First aid qualifications should be renewed in line with statutory guidance or organisational expectations (typically every 3 years).

4. Emergency Evacuation Procedure

In the event of a fire, structural hazard, or other emergency requiring evacuation:

- Instructors will lead all students to the designated assembly point.
- The designated first aider will collect the first aid kit and perform a headcount at the assembly point.
- The Lead Instructor (or senior instructor present) will initiate emergency services contact if required and record the incident post-event.
- No re-entry to the building will be permitted until declared safe by emergency personnel.

5. Severe Injury or Medical Emergency Protocol

In the event of a serious injury or medical emergency during training:

- The session must be halted immediately.
- The instructor will assess the situation and, if necessary, call 999 for emergency services.

- A trained first aider will provide emergency treatment until professional medical assistance arrives.
- All non-essential persons should be calmly moved away from the scene to ensure privacy and safety.
- A full incident report will be completed by the instructor or designated first aider post-event.

6. Head Injury & Concussion Management

Verve Taekwondo Wolverhampton, Martley and Tenbury takes the risk of concussion and head injury extremely seriously. If a head impact occurs or concussion is suspected:

- The participant must stop training immediately, regardless of whether symptoms are present.
- The first aider will assess the participant using standard concussion indicators (e.g. confusion, nausea, dizziness).
- Emergency medical help must be sought if any red-flag symptoms are present (loss of consciousness, vomiting, seizure, etc).
- The injured participant must not resume training until cleared by a healthcare professional.
- All head injuries will be recorded and parents/guardians (for under 18s) informed promptly.

7. Documentation and Review

- All first aid incidents must be recorded using the club's Incident Report Form.
- Incident records will be reviewed quarterly to identify any trends or required updates to safety measures.
- This policy will be reviewed annually or following any major incident.

Signed:

Phil Currie

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