



## 1<sup>st</sup> Aid Good Practice Protocol: Incident Book & 1<sup>st</sup> Aid Equipment for Clubs

Date: April 2024

### Context:

The safeguarding team have had some enquiries re following up accidents and incidents at clubs where there were injuries on the dojo.

### BJA website:

#### *First Aid requirements*

*On first qualifying all coaches are required to attend a first aid course to attain a basic first aid award. This course must be a minimum of three hours and paediatric only focused courses cannot be accepted. For revalidation purposes they must do a refresher course to update their award every three years.*

[Online First Aid and Safeguarding courses included in changes to Coach Revalidation Requirements - British Judo](#)

### Good Practice re use of incident books to record 1<sup>st</sup> Aid Incidents/accidents:

It is good practice to provide your first aiders and appointed persons with a book in which to record incidents they attend. The information can help you identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. The record book is not the same as the statutory accident book though the two might be combined.

Those in control of premises have a duty to report some accidents and incidents at work under the Reporting of Injuries.

#### WHAT INFORMATION SHOULD BE RECORDED?

Useful information to record includes:

- The date, time and place of the incident.
- The name and job of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- Details about what happened to the person immediately afterwards (eg what was discussed with person injured or their parent, went home, went to hospital etc); and the name and signature of the first-aider or person dealing with the incident.

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## WHO IS RESPONSIBLE FOR KEEPING THE RECORDS?

It is usually the first-aider or appointed person who looks after the book. However, the club workforce, including coaches, CWO have overall responsibility to ensure incidents are recorded.



## Suggested content for a 1<sup>st</sup> Aid Kit in your club

Here is a list of some basic items all good sports first aid kits should hold to allow immediate 'mat side' treatment. This list is broken down into categories, based on the types of sport injury you need to be able to deal with:

### Soft Tissue Injuries

(e.g. Sprains, strains and bruises)

- Cold packs and/or ice
- Bandages
- Strapping tape

### Wounds and Abrasions

- 'Roll-Type' first aid dressings
- Dressing pads
- Bandages
- Medical tape (e.g. micropore)
- Adhesive dressings
- Sterile saline or fresh tap water
- Wipes

### Medical gloves

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### Eye Injuries

- Eyewash pods
- Eye pads
- Bandages

### Medical Emergencies

(e.g. Fractures, shock, non-responsive casualties)

- Face shield or pocket mask
- Splinting material (e.g. flexi splint / SAM splint)
- Foil blankets and/or fabric blankets.

### Important Extras

- Decent scissors and/or Tufkut scissors
- Triangular bandages
- Clinical waste bags
- Gauze or non-woven swabs

### Optional Extras

- Safety pins
- Hand and surface sanitizer
- Antiseptic
- Tissues
- Wound closures / Steri-Strips



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## Protocol: Good practice following an accident/injury:

This is an extension to [A Guide to Safe to Practice - UK Coaching](#)

- Ensure person injured receives 1<sup>st</sup> Aid response from qualified persons at the club.
- Seek external emergency support via emergency services if required or this is risk of further harm or death.
- Complete accident book
- Give copy of the report to the person injured or their parent/carer if u18 or a vulnerable adult.
- Encourage them to monitor persons condition when they get home and seek medical advice or treatment if concerned.
- Follow up with person or parent over the following week to ensure persons needs have been met.
- Complete an assessment of their situation before continuing on the mat.

## Additional Resources for good practice in Clubs:

# SportSmart

Helping schools and clubs deliver safer sport and PE

[Podium Analytics | SportSmart Programme](#)

*School and clubs are the front line of our mission to reduce the incidence and impact of injury that occur during sport, PE and physical activity.*

*SportSmart has been developed to support the on-the-ground needs of PE teachers and sports coaches, provided at no cost. The programme includes tools, educational information and insights to prevent, monitor and manage injury – all while driving greater understanding of grassroots sport and trialling new protocols in the real world.*

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London Hearts charity aims to help and support communities.



[The Leading Defibrillator Charity In the UK | London Hearts](#)

*The number of people surviving cardiac arrests outside of a hospital is 10.8%, which is the highest level it's ever been and is twice the rate that it was a decade ago.*

*This means that the spread of free defibrillators around the UK is greatly needed, to help further increase these statistics.*

*That's where the London Hearts charity comes in. We help fund the provision of defibrillators throughout the UK.*

*London Hearts can provide Charity Grant Funding towards the cost of a defibrillator and storage as well as a FREE online training video.*

**BJA Head of Inclusion, Safeguarding & Wellbeing  
April 2024**

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