

West End Bowls Club – First Aid Policy

West End Bowls Club is committed to providing a safe environment for every one using the club. This includes having appropriate procedures in place for responding to accidents and medical emergencies.

1. Procedures

The first aid box is attached to the wall between the changing rooms. It is stocked with appropriate first aid equipment. Medicines and salves are not provided except for aspirin which may be offered in case of suspected heart attack but **never given** to someone under the age of sixteen.

The club hosts a public access defibrillator which is located on the outside wall of the clubhouse outside the main gate. Videos on using this equipment and on applying CPR are on the website.

The club has put appropriate training in place for a number of first aiders. A list of first aiders is posted in the clubhouse.

The club provides training sessions for members to familiarise themselves with using emergency equipment and applying CPR.

When serious incidents occur the emergency services must be called.

The car park adjacent to the clubhouse provides good access for emergency vehicles. It is good practice for fire exit to be unlocked when the club is in use.

The First Aid Officer keeps a full record of all accidents and injuries and follows RIDOR regulations regarding the reporting, investigation and implementation of any remedial measures.

2. Responsibilities and Communication

Members are responsible for carrying information about their own medical conditions and medication with them.

Members are responsible for carrying details of their next of kin, which may be accessed in an emergency, with them.

Members who have a significant medical condition, which may need urgent intervention, are responsible for advising the Captain of the Day or the person leading the activity if they feel a medical emergency could arise.

Members are responsible for familiarising themselves with the use of the emergency equipment provided.

The First Aid Officer is responsible for evaluating the first aid box on, at least, an annual basis, to check that it is appropriately stocked and the contents are in date.

The person in charge of the activity where the incident occurs is responsible for calling the emergency services, advising next of kin as appropriate and reporting the matter. This is usually the

captain of the day or the challenger in a competition. For non-bowling activities it may be any officer of the club.

All accidents and medical incidents must be reported in the accident book as soon as possible and the First Aid Officer must be advised of all incidents within 24 hours.

The Compliance Officer is responsible for ensuring that reporting, reviewing and remedial requirements are met.

3. Monitoring and Review

The First Aid Officer will make and keep a full contemporaneous record of all incidents, respond to legitimate enquiries and make recommendations to the committee.

The First Aid Officer will review the incidents that have occurred and report to the committee on at least an annual basis.