



WAVENEY GYMNASTICS CLUB

104 Notley Road

Lowestoft

NR33 0UG

01502 501419

www.waveneygymnastics.org

admin@waveneygymnastics.org

FIRST AID GUIDELINES

Standard guidelines to be followed by ALL WGC STAFF in the event of an accident

- The first aid box must only be used by a qualified first aider and not touched by gymnasts or others at any time.
- Ensure that all staff members including volunteers know where the nearest telephone is within the building and are familiar with its use.
- A list of relevant numbers is available to you in the case of an emergency.
Police/Fire/Ambulance/Casualty (James Paget)
- A first Aid kit containing the materials recommended by the appropriate authorities should be readily available.
- A notice must be displayed identifying where the first aid box is kept, names of identified first aiders and where they can be found.
- A suitably fully qualified first aid person or appointed person to be present when any gymnastic activities are being performed.
- A list of gymnast's names, addresses and telephone numbers is kept on the database and the 'emergency contact folder' with a contact number for their next of kin, parent or guardian and any medical conditions.
- All Parents/ Carers should be notified of any accident
- If a child bumps head during their session a 'Head Injury' form must be filled in and given to a parent.
- If you require further advice in the case of an accident, consult one of the Clubs qualified first aiders.

IN THE CASE OF A SERIOUS ACCIDENT

1. Stop the class and direct other members of the class not involved in the accident away from the injured person and contact a suitably qualified first aider and/or the emergency services.
2. Comfort the injured and keep the patient calm and comfortable.
3. **DO NOT** try to be a medic and diagnose an injury that you may not be certain of.
4. Inform the management of the facility and contact the parents, guardian or immediate family member of the injured person.
5. Stay with the injured person until the emergency services arrive.
6. Ensure a responsible adult accompanies the injured person to the treatment Centre.
7. Complete an appropriate 'Accident Report Form' and fill in the required 'Incident Report Form'.
8. If emergency services are not required, recommend to gymnasts Parent/Carer to observe injured and to get the injury examined by professionals.
9. (The above is taken from BGA guidelines)

A LIFESAVING AED DEFIBRILLATOR CAN BE FOUND IN THE CAFE AREA/VIEWING AREA

DIRECTORS AND MANAGEMENT OF WAVENEY GYMNASTICS CLUB JANUARY 2023

Revised by	Hazel Densham	Revision 2	February 2024
Approved by	Alex Row		