



## FACT SHEET 17

### FIRST AID ARRANGEMENTS

\_\_\_\_\_ Tennis Club will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise suitably trained First Aid person and appropriate equipment and facilities.

- The club committee will seek volunteer(s) who are willing to train as qualified 'first-aiders'. Where this is not possible, other local arrangements will need to be identified and organised by the local club.
- The names and contact details of the first-aiders must be notified to all members of the club. Details should be displayed at prominent locations.
- The first-aiders must all be trained by an approved body. Copies of the certificates must be retained by the club secretary.
- The certificates are valid for 2 years and arrangements must be made for first-aiders to receive refresher training before the current certificates expires.
- First-aiders are not authorised to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is:

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- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/ room should be easily identifiable by white lettering or a white cross on a green background.
  - The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
  - First-aiders will have access to fully stocked first-aid boxes. These are to contain only (the following is only a guideline and each organisation must review their own needs as there is no set of regulations as to what a first aid box should contain):
    - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
    - Pad and Pencil- to record condition of person requiring first aid
    - 20 individually wrapped sterile adhesive dressing of assorted sizes
    - 2 sterile eye pads, with attachments
    - 6 individually wrapped triangular bandages
    - 6 safety pins
    - 6 medium sized, individually wrapped sterile un-medicated wound dressings
    - 2 large, individually wrapped sterile un-medicated wound dressings
    - 3 extra large, individually wrapped sterile un-medicated wound dressings
    - 3 pairs of disposable gloves
    - Surgical tape
    - Medical Scissors

- Pocket face mask
  - Crepe bandage
  - Sterile water (where there is no running water available)
  - Burns dressings (where there is no running water available)
- First Aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/ equipment can be used e.g. disposable glove, vent-aids.
  - A list of the required contents (as above) and the name of the appointed person or first-aider should be kept within the first aid kit. First-aiders will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
  - Most of our facilities do not have a designated first aid room, however there should be a room available which could be converted for first aid purposes if required.
  - Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.
  - For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
  - Adult club members often take junior teams away. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the club representative will then be able to cope with the situation.
  - Some members carry their own medications such as inhalers for asthma or 'EpiPens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
  - Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving a life. The use of an EpiPen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an EpiPen if they are dealing with a life threatening emergency in a casualty who have been prescribed and is in possession of an EpiPen and where the first aider is trained to use it.

## Legislation

- Health & Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health & Safety at Work (Northern Ireland) Order 1978. (Amendment 1998)
- The 1989 Safety, Health & Welfare at Work Act. (Republic of Ireland)
- The Safety, Health & Welfare at Work, General Application Regulation S I 299 2007. (First-Aid)

### **Note:**

**For all further advice and Tips please refer to the 'First Aid Tip Sheet' on the Order of Malta website: [www.orderofmalta.ie](http://www.orderofmalta.ie)**