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First Aid Policy

Policy Statement

The Wing Chun Collective is committed to ensuring the health, safety, and welfare of all students, instructors, staff, and visitors. This First Aid Policy outlines our approach to providing adequate and appropriate first aid arrangements in accordance with the Health and Safety (First-Aid) Regulations 1981 (UK).

This policy applies to all activities taking place under the auspices of The Wing Chun Collective, whether at our main premises or at any external training venues.

Objectives

1. To ensure that appropriate first aid equipment and trained personnel are available at all training sessions and events.
2. To provide clear procedures for responding to incidents requiring first aid.
3. To ensure all staff and students understand how to access first aid assistance when needed.
4. To maintain records of incidents requiring first aid and ensure any necessary follow-up actions are taken.

First Aid Provision

First Aid Personnel

- At least one qualified First Aider will be present during all training sessions, workshops, and events.
- All instructors are encouraged to hold an up-to-date Emergency First Aid at Work (EFAW) certificate.
- A list of current qualified First Aiders will be clearly displayed at the training venue and included in the school's internal records.

First Aid Training

- First Aid qualifications will be updated every three years, in line with HSE guidelines.
- Staff will be informed of any changes to first aid procedures or requirements through regular staff meetings or briefings.

First Aid Equipment

1. A fully stocked first aid kit will be available and clearly marked at every training location.
2. The kit will be checked and replenished monthly, or after any incident where items are used.
3. Contents will comply with HSE guidelines and include items suitable for martial arts-related injuries (e.g., cold packs, sterile dressings, antiseptic wipes, gloves).

Procedures for First Aid Incidents

1. In the event of an injury, the nearest First Aider should be contacted immediately.
2. The First Aider will assess the situation and administer first aid as required.
3. If necessary, emergency services will be contacted via 999.
4. A responsible adult (e.g., parent/guardian for under-18s) will be notified as soon as possible following the incident.
5. All incidents requiring first aid must be recorded in the school's Accident Book, including details of the injury, treatment given, and any further action taken.



Reporting and Record-Keeping

An Accident Book will be maintained and stored securely in line with GDPR.

Records of incidents will be reviewed quarterly to identify patterns or areas for improvement in safety procedures.

RIDDOR-reportable incidents will be reported to the Health and Safety Executive (HSE) as required.

Responsibilities

Chief Instructor:

- Ensures this policy is implemented and reviewed annually.
- Ensures that first aid training is up-to-date for staff and instructors.

Instructors:

- Familiarise themselves with the first aid procedures and the location of first aid kits.
- Act immediately and appropriately in the event of an injury.

Students and Parents:

- Inform instructors of any pre-existing medical conditions or injuries.
- Follow instructions given during an emergency or first aid situation.

Policy Review

This policy will be reviewed annually or sooner if there are significant changes in legislation, first aid guidance, or incident patterns.