



**Wick Academy Football Club
Harmsworth Park Wick
First Aid Plan
WAFC-D-008**



Version 7.3 – 30th June 2019

Introduction

Wick Academy Football Club is a member of the Scottish Highland Football League and is recognised as being Britain's most northerly senior football club.

It is the policy of Wick Academy Football Club to take all reasonable and practicable steps to safeguard the Health and Safety and welfare of all employees at work and to protect all other persons against hazards to Health or Safety arising out of the Clubs activities. This document details the Club's first aid plan, and should be read in conjunction with the Health and Safety Policy ref WAFC-P-002, and the Spectator Safety Policy document, reference WAFC-P-001.

Purpose

This plan is to provide guidance to staff on the provision of first aid in our workplace (Harmsworth Park, Wick). We are committed to providing a safe and healthy environment for all staff, supporters, or other visitors, and the appointment of qualified first aid officers will ensure that anyone on our premises will have access to first aid assistance should an injury or illness occur.

All Wick Academy Football Club members of staff have a duty of care, to themselves and others within the grounds of the Harmsworth Park, to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this first aid plan.

First Aid Procedures

1. First Aid Officers

- Wick Academy will train an appropriate number of personnel to the standard of Sports Injury Training, carried out by a trainer approved by the SFA Hampden Sports Clinic.
- Wick Academy will maintain a register of all personnel who have a Sports Injury certificate.
- Wick Academy will ensure that a minimum of one person holding a Sports Injury certificate will be present at each home game.

2. First Aid Officers Responsibilities

First Aid Officers must:

- Provide initial first aid attention when necessary to members of staff and the public whilst within the grounds of the Harmsworth Park.
- Must remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the officer's personal safety is at risk.
- Recognise their limitations and only administer or carry out duties that have been included in their training.

- Ensure the Club's accident book is updated for the treatment of any person in relation to any injury/incident. The Club accident book is kept in the Secretaries office.
- Ensure that they are aware of the location of the Clubs first aid kits and medical room.

3. Absence Of First Aid Officers

In the event of a First Aid Officer not being immediately available to administer first aid in an emergency, Wick Academy Football Club staff should:

- If possible escort the patient to the Caithness General Hospital.
- If possible escort the patient to the Wick Medical Centre.
- Call an ambulance.

Please note that the Wick Medical Centre is only open on weekdays between the hours of 9am and 5pm.

The Caithness General Hospital is approximately 3 minutes from the Harmsworth Park by car, and 6 minutes away on foot. The nearest doctors surgery is approximately 5 minutes away by car, and 10 minutes on foot. The address of each of these facilities is as follows:

- Caithness General Hospital, Cliff Road, Wick, KW11 5NS, 01955 605050
- Wick Medical Centre, Martha Terrace, Wick, KW1 5EL, 01955 602355

4. Staff Awareness

All staff will be advised of the nature of first aid facilities in the Harmsworth Park; the location of first aid kits; the names of first aid officers; the procedure to follow when first aid officers are absent, and the procedures to be followed when first aid is required.

This will be communicated to all Wick Academy personnel at the start of each new season, or if a new member joins the Club. The first aid plan will also be published on the Wick Academy Football Club web site, along with all other policies and documentation.

5. First Aid Kit

- Wick Academy will have available at each home game a mobile first aid kit which has been approved by the Club associate Doctor.
- Wick Academy will have available a static wall mountable first aid kit located in the medical treatment room. This cabinet will meet the requirements of the Health and Safety (First Aid) (1981) act, and will be suitable for up to 50 persons.
- Wick Academy will have available for each home game a mobile 50 person first aid kit.

- Wick Academy will have available for each away game a mobile players first aid bag which has been approved by the Club associate Doctor.
- Wick Academy will have available for each training session a mobile players first aid bag which has been approved by the Club associate Doctor.
- First aid kits will be under the control of trained first aid personnel.
- A list of all personnel who have the Red Cross Sorts Injury certificate will be placed near the first aid kit in the medical room.
- Wick Academy will ensure that all first aid kits under their control are fully stocked and will carry out regular audits on the contents, and arrange to replenish supplies when required.

The minimum items held in each first aid kit are detailed as follows:

Static First Aid Kit in medical room:

Item Required	Number
Assorted Sterostrip Wash-proof plasters	60
'Steropax' Standard Eyepad Dressings	6
'Steropax' Standard Dressings (Medium)	12
'Steropax' Standard Dressings (Large)	4
Triangular Bandages	8
Alcohol Free Cleansing Wipes	20
Safety Pins	12
Pairs of Disposable Gloves	3
Foil blanket	2
Scissors. blunt nosed	1

Mobile First Aid Kit:

Item Required	Number
Assorted sterile adhesive plasters	60
Eyepads	6
Standard Dressings (Medium)	12
Standard Dressings (Large)	4
Triangular Bandages	8
Alcohol Free Cleansing Wipes	20
Safety Pins	12
Pairs of Disposable Gloves	3
Foil blanket	2
Scissors. blunt nosed	1

Mobile Players First Aid Bag:

Item Required	Number
Plasters 10cm x 9cm	4
Crep bandage 7.5cm x 4.5m	1
Triangular Bandages	1
Zinc Oxide	1
Sterile dressing 12cm x 12cm	1
Cotton buds	10
Elastic adhesive bandage 2.5cm x 4.5m	1

Alcohol Free Cleansing Wipes	1
Pairs of Disposable Gloves	1
Sterile swabs 10cm x 10cm	5
Instant ice pack	1
Foil blanket	1
Scissors. blunt nosed	1
Zoll AED Defibrillator Unit	1

In addition the Sports Injury Training provided by the SFA also covers the use of the Clubs Automated External Defibrillator (AED). As such all personnel with a valid Sports Injury First Aid certificate are authorised to use the Club's AED if necessary.

6. Medical Certificate

If required by the SFA Wick Academy will obtain a yearly medical certificate which is issued by the SFA chief Medical Officer. This is normally renewed in August of each year.

Document Control

Mandatory Review Date (To be reviewed and published annually).

Review Date: _30th June 2020_
